# United States Department of Education (ED)
# Office of Postsecondary Education (OPE)
# Federal TRIO Programs (TRIO)

# User's Guide
# for the
# Student Support Services
# Annual Performance Report
# Website

**October 2016**


Presented by

**CBMI**
7518-M Fullerton Rd,
Springfield, VA 22153

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# 1 Overview

## 1.1 Introduction

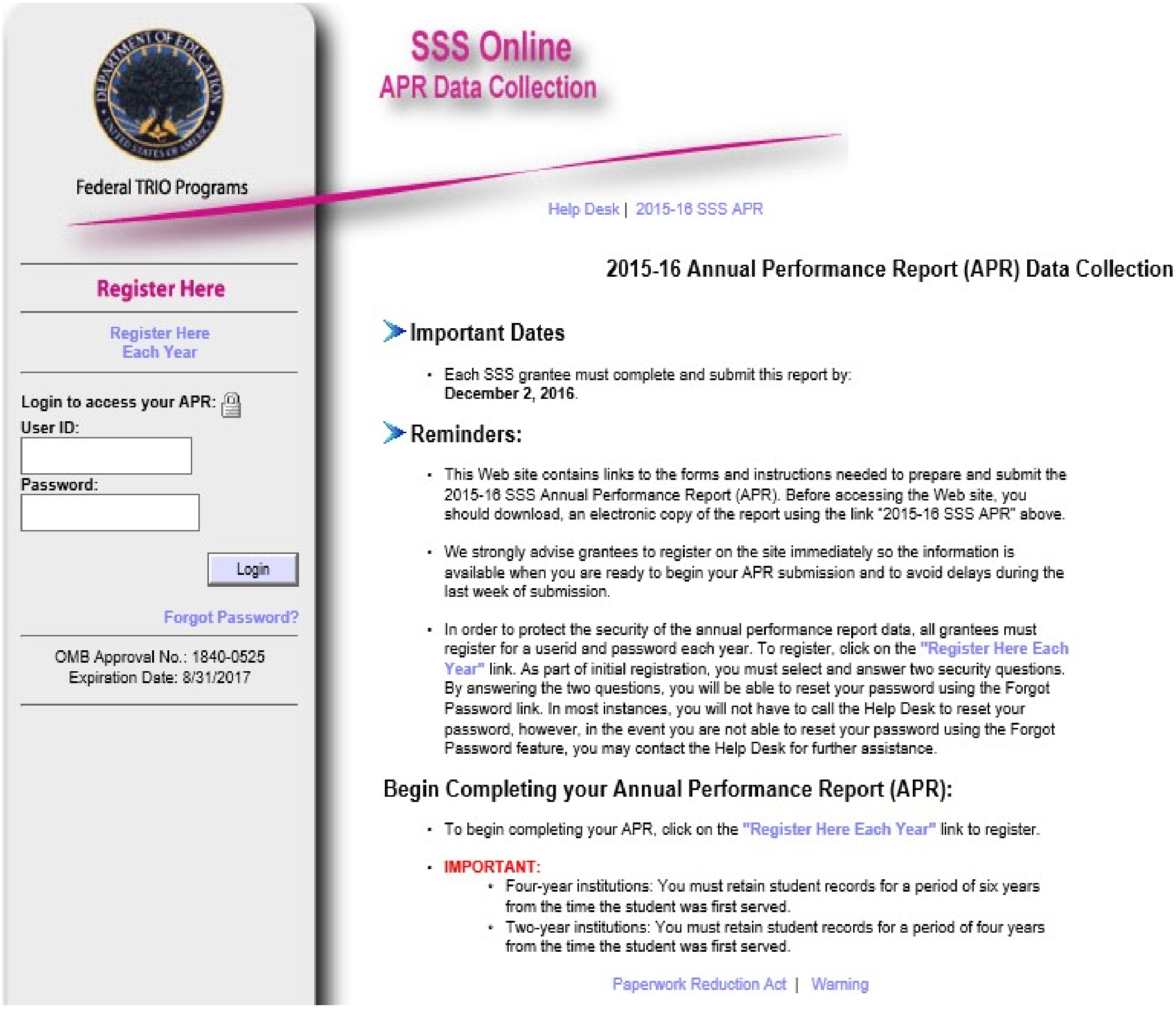
The Federal TRIO Programs, within the Office of Postsecondary Education (OPE) at the United States Department of Education (ED), has designed the Student Support Services Online Web Tool so that grantees can prepare and submit the Annual Performance Report (APR) data.

## 1.2 Accessing the Site

The APR site is available at the following URL: https://trio.ed.gov/sss

An Internet browser is required to access, complete and submit the SSS APR. Netscape and Internet Explorer (IE) are acceptable (and common) browsers that may be used to access the SSS APR Web site.

The Home page ("Index" page) for the SSS APR Web site is shown below.




## 1.3 Features of the Site

There are several features of the site. They are summarized below.

### 1.3.1 Standard Objectives Report

The information in this report was retrieved from the approved ***"Student Support Services Program Profile"*** of the application package as provided by the project; Grantees will be able to view the report when this tab is clicked.

### 1.3.2 Individual Participant Data (Section II of the APR)

The record structure for the participant list (Section II) contains 37 fields. The participant data file must include all 37 fields in the same order as listed in Section II.

You must submit the participant list in either Excel or CSV format. Column names in the file must match the "Database Column Names" provided in a downloadable document, accessible through the *Section II - Individual Record Structure* hyperlink on the main Section II page of the APR. The names and order of the columns must match the record structure outlined in the Individual Record Structure document. The system will identify and inform you of any errors in your record structure.

The Web application provides four options for starting the data submission process for Section II:

- Download an Excel file of the 2014-15 SSS APR data; update the file and then upload directly to the Web form.
- Upload an Excel/CSV file directly to the Web form. Please make sure that the file uploaded accurately reflects the correct new field order and field names are spelled correctly.
- Transfer last year's data to the web data entry form and update and add records online.
- Enter participant data directly into the Web form.

If you are unable to prepare an Excel (or CSV) file using your existing database, you have the option of transferring last year's data directly into the Web form or entering student data directly into the Web form.

For security purposes, the participants' social security numbers (SSNs) have been removed from the Excel files with last year's submitted data, which are available to download from the site. You must enter each participant's social security number before uploading the updated file.

After successfully uploading, transferring, or entering participant data, the Table View screen displays. It is sorted by Data Validation Error. You may click on the other column headings to sort in a different order. The only column by which you may not sort is First Name.

### 1.3.3 Participant List and Data Error Report (Section II of the APR)

Once the file is uploaded or the data are entered online, a participant report will be generated that lists all of the participants on your data file. To view this report, you must be in Section II, which is the window that displays the Table View. For each participant record with errors, the report will display the specific data field(s) that require corrections.

### 1.3.4 Review and Submit Process

The APR submission process includes a two-tiered system for evaluating the quality of the participant data.

The first tier data checks include the following:

- **Cohort Comparison Report.** The purpose of this report is to ensure that projects do not increase their cohorts. This report compares participants in your 2015-16 APR data file submission to that of the 2014-15 APR data by Cohort Year. For example, if in 2014-15 you indicated that 100 students were in your 2013-14 cohort, your 2015-16 APR submission should only contain 100 students for cohort year 2013-14. These students should be the same students reported in both years.

  In addition, the Cohort Comparison Report provides information on:
  (1) the number of students for whom you provided project services in 2015-16 that fall outside the cohorts listed in the report,
  (2) new participants served in 2015-16, and
  (3) new summer participants served in 2015-16.

- **Funded Rate and Eligibility Report**. Provides information on the: (a) number and percent of participants funded to serve and served and (b) number and percent of participants served who were low-income and first-generation, students with disabilities (including disabled students who were also low income), and if applicable, (c) number and percent of all disabled students who were also low-income. If your funded rate is below 100%, you will be asked to review the data file to determine if you correctly updated the participant status field and/or included records for all participants served in 2015-16. If you did not meet your funded number, you will be given an opportunity to review the data and make the necessary changes to your data file. If you determine that the data file is correct, you will be asked to provide an explanation for the low funded rate.

- **Critical Fields report.** This report provides the percentage of participant records with "unknown/no response" for nine data fields that we have determined are critical for analyzing project and program outcomes. Since "unknown/no response" responses do not provide usable information for data analysis, we are asking you to review fields for which 10% or more of the records have "unknown/no response" and either correct (or update) the data or provide an explanation as to why the data are not available.

You will be required to correct data errors in the participant data file and pass the first tier data checks prior to submitting the APR.

After the initial submission of the APR, the second tier data checks compare the 2015-16 participant data with your 2014-15 data file. If you did not submit an acceptable participant data file in 2014-15, you are excluded from these data quality checks.

The second tier data checks include the following:

- **Match to Prior report.** Compares the participants on the 2015-16 APR with the 2014-15 data to ensure that you have included the required participants on the 2015-16 file. For 4-year institutions this includes all participants in the 2015-16 APR data file with cohorts between 2009-10 and 2015-16 (new summer participants in 2013-14 only). For 2-year institutions, this includes all participants in the 2015-16 data file with cohorts between 2011-12 and 2015-16 (new summer participants in 2013-14 only). Those participants for whom you are required to provide information and who are not included in the 2015-16 will be displayed on the screen. You must add all the student records on this report to the 2015-16 file and update the data fields for these participants.

- **Student Cohort Year report.** This report compares the data provided in field #21 (Student Cohort Year) of both your 2015-16 and 2014-15 APR data your project submitted. Those participants on the 2015-16 data file whose student cohort year (field #21) is different from the 2014-15 data are displayed on the screen. Please note that once the cohort year has been established you are not allowed to change it.

**2015-16 Report on Standard Objectives Results.** After you successfully submit your APR, the system will generate a report that shows the results for your standard objectives for the 2015-16 reporting year. These results were calculated using the student-level data you submitted via the online system for reporting period 2015-16 and are based on your project's approved objectives. In addition, the report can be used by projects as a tool to continue to monitor their performance. Finally, the Department will not accept any changes to the project's 2015-16 APR data file after the deadline date.

The APR will not be accepted until the participant data file passes both the Tier 1 and Tier 2 edits.

# 2 Registration for First Time Users

Grantees are required to register on the site before receiving their userid and password. An overview of the registration process follows. **Note**: Even if you registered last year, you must register again in order to access the 2015-2016 APR Website.

**Registration Online.** In order to receive a userid and temporary password, grantees must register online via the *Register Here Each Year* link provided on the index page of the APR Website. To register, grantees must provide the first and last name of the director, along with the e-mail address and the PR number and choose the security questions and answers which will be used in the ‘Forgot Password’ feature of the web site.

**Verification Process**. If the director’s last name and e-mail address match what ED has on file, a user name and temporary password will be e-mailed to the director’s e-mail address. Upon receipt of the e-mail containing the userid and temporary password, grantees can return to the APR site and login.

If the **project information does not** match what ED has on file, a request for verification will be sent to the program specialist and the help desk. *Please note that even long running projects may fail the registration process due to incorrect names and/or e-mail addresses on file (for example, the director e-mail address has changed or is misspelled).*

Upon receipt of the verification request, the **program specialist** must verify the identity of the director and forward a response to the help desk within 72 hours.

Upon receiving verification from the program officer, **Help Desk staff** will update the director’s information in the system and notify the grantee to return to the site to register for a userid and temporary password.

To register, click on the *Register Here Each Year* link on the left-hand side of the index page of the SSS APR Web site. The **User Registration** page is shown below. Enter all of the requested information then click on the “***Submit***” button.

**SSS Online**

Federal TRIO Programs

Contact Help Desk | SSS APR | SSS APR Web Site Use

## User Registration

**To receive your userid and password:**

Please complete the required information and submit the form below. Upon verification, your login information will be e-mailed to the Project Director at the e-mail address we have on file. Further login instructions will be provided in the e-mail.

**If you do not have the project information or we are unable to verify it:**

An e-mail will be sent to your Program Specialist for assistance in verifying your project information. You should receive a response within 48 hours. Please wait 48 hours before contacting the help desk about registration verification issues.

PR Number*:

Director's E-mail Address*:

Director's First Name*:

Director's Last Name*:

Security Questions*:

-- Select one --

Answer:

-- Select one --

Answer:

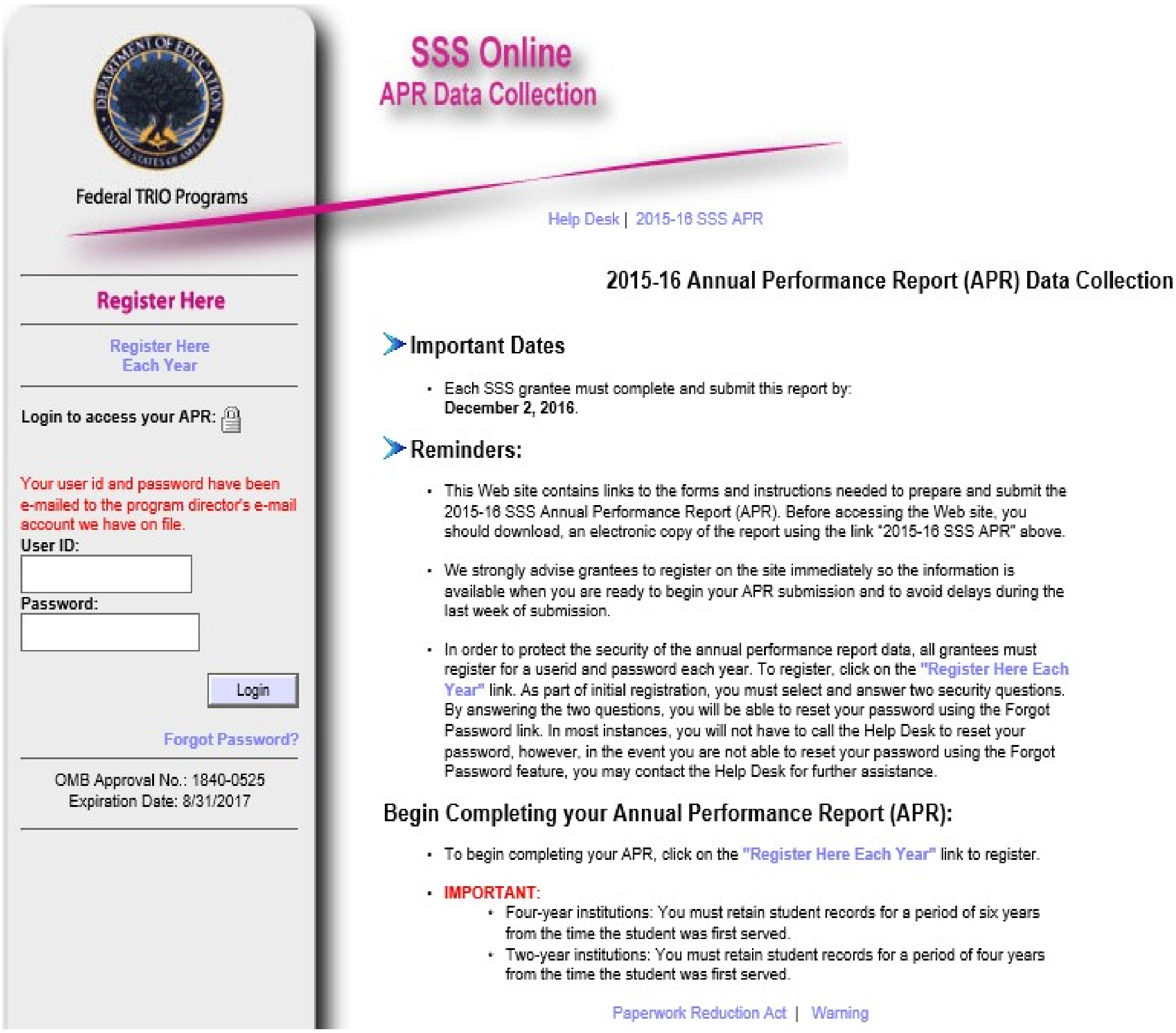
Submit | Reset | Cancel

*Required fields.

Contact Help Desk | SSS APR | SSS APR Web Site Use

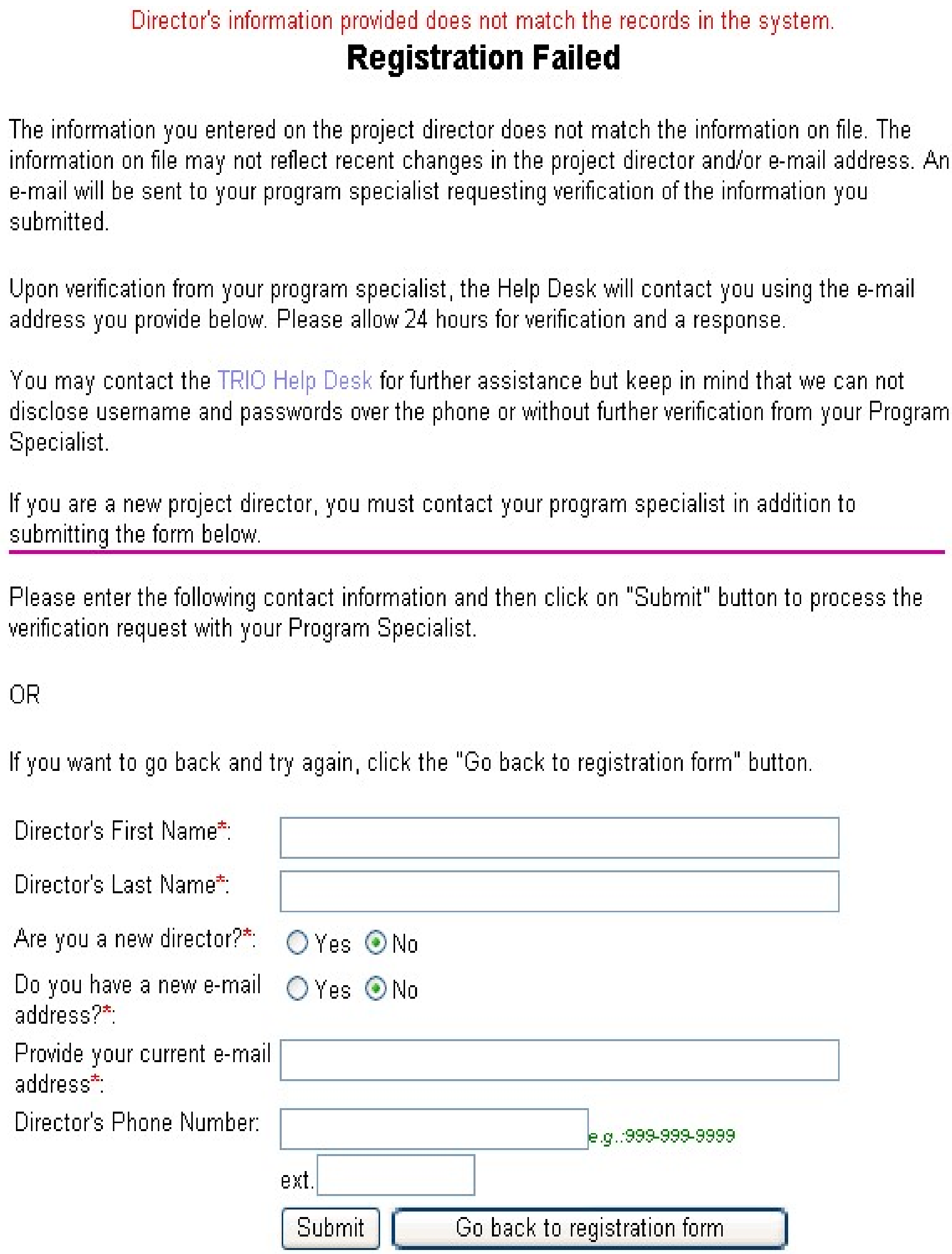
## 2.1 Successful Registration

If the director's information passes the validation process, the following screen displays, notifying you that the userid and temporary password have been sent to the director:



## 2.2 Unsuccessful Registration

If the information you provided does not pass the validations, the following screen displays:



Director's information provided does not match the records in the system.

**Registration Failed**

The information you entered on the project director does not match the information on file. The information on file may not reflect recent changes in the project director and/or e-mail address. An e-mail will be sent to your program specialist requesting verification of the information you submitted.

Upon verification from your program specialist, the Help Desk will contact you using the e-mail address you provide below. Please allow 24 hours for verification and a response.

You may contact the TRIO Help Desk for further assistance but keep in mind that we can not disclose username and passwords over the phone or without further verification from your Program Specialist.

If you are a new project director, you must contact your program specialist in addition to submitting the form below.

Please enter the following contact information and then click on "Submit" button to process the verification request with your Program Specialist.

OR

If you want to go back and try again, click the "Go back to registration form" button.

Director's First Name*:

Director's Last Name*:

Are you a new director?*: Yes No

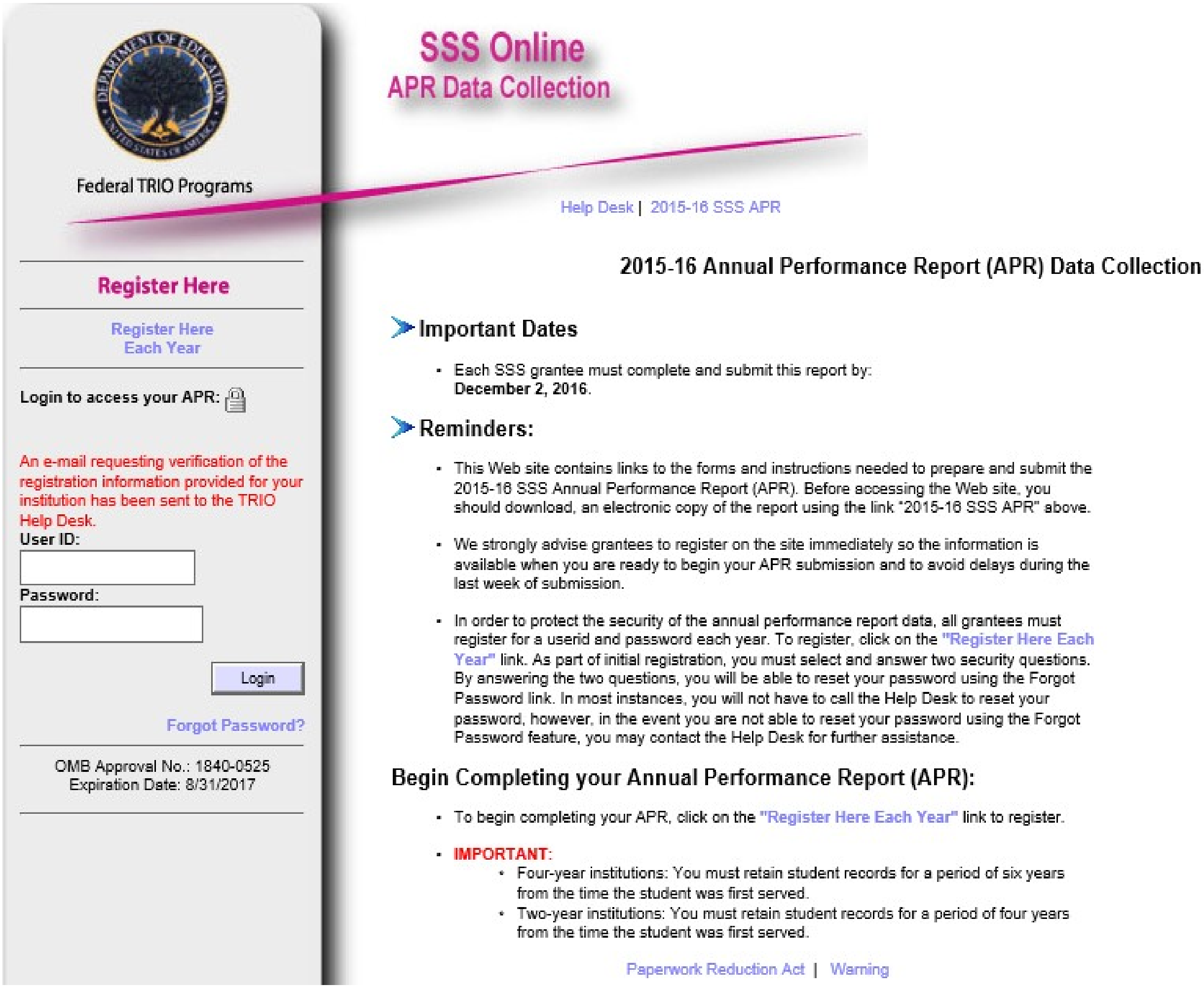
Do you have a new e-mail address?*: Yes No

Provide your current e-mail address*:

Director's Phone Number: e.g.:999-999-9999

ext.

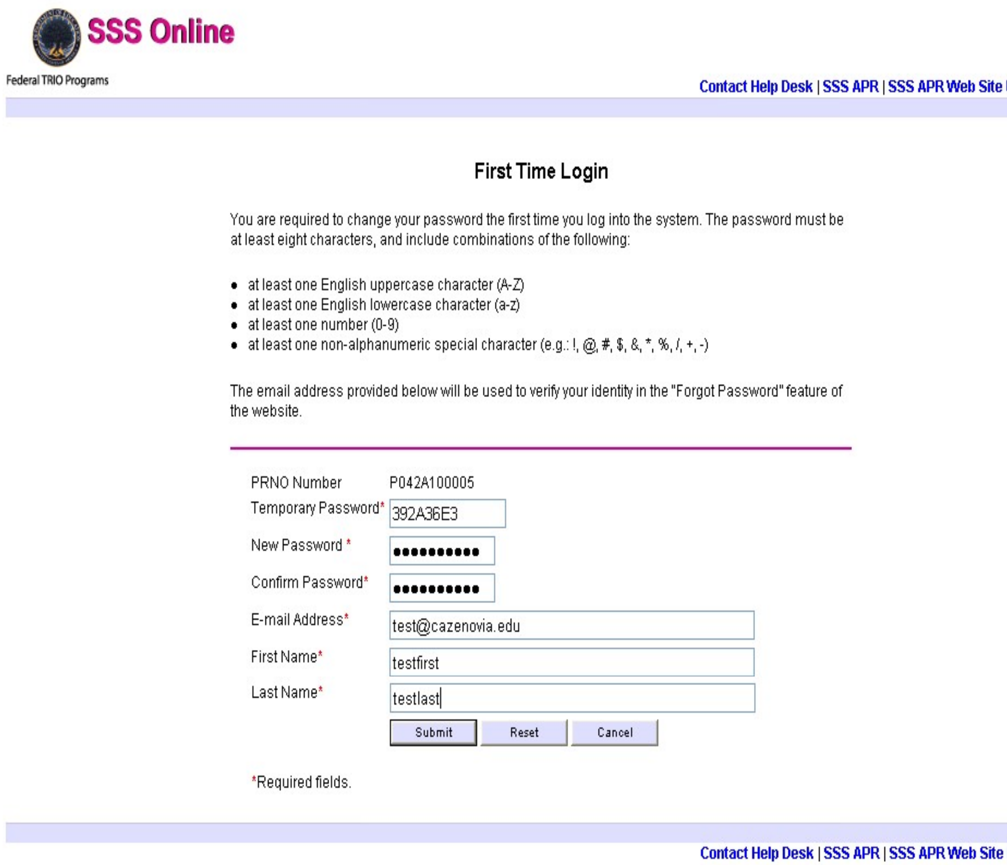
Submit | Go back to registration form




# 3 Logging in to the Site

## 3.1 First Time Login

After you receive the userid and temporary password, enter this information on the index page. You will be taken to the **First Time Login** page, which displays below:


SSS Online
Federal TRIO Programs
Contact Help Desk | SSS APR | SSS APR Web Site U

First Time Login

You are required to change your password the first time you log into the system. The password must be at least eight characters, and include combinations of the following:

- at least one English uppercase character (A-Z)
- at least one English lowercase character (a-z)
- at least one number (0-9)
- at least one non-alphanumeric special character (e.g.: !, @, #, $, &, *, %, /, +, -)

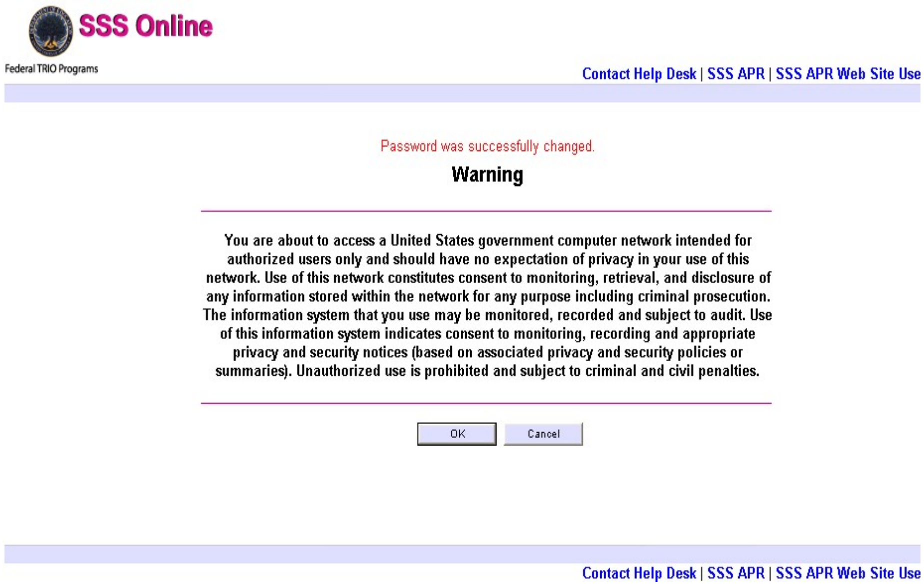
The email address provided below will be used to verify your identity in the "Forgot Password" feature of the website.

PRNO Number P042A100005
Temporary Password* 392A36E3
New Password * ••••••••••
Confirm Password* ••••••••••
E-mail Address* test@cazenovia.edu
First Name* testfirst
Last Name* testlast
Submit Reset Cancel

*Required fields.

Contact Help Desk | SSS APR | SSS APR Web Site U

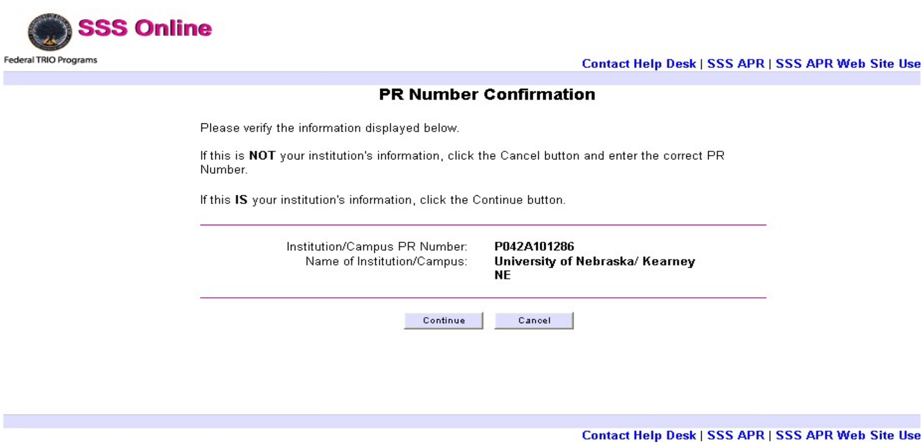
Enter the temporary password provided to you, then enter a new password. Any new password you enter must be at least eight characters, and include the special characters listed on the **First Time Login** page. Enter the new password once again, along with the other requested information, and click on the "***Submit***" button. You will be redirected to the index page, where you will enter the userid and the new password you selected. The screen will be displayed as follows:




If an incorrect userid and password combination are entered, you will be redirected to the index page and an error message will be displayed.

## 3.2 PR Number Confirmation

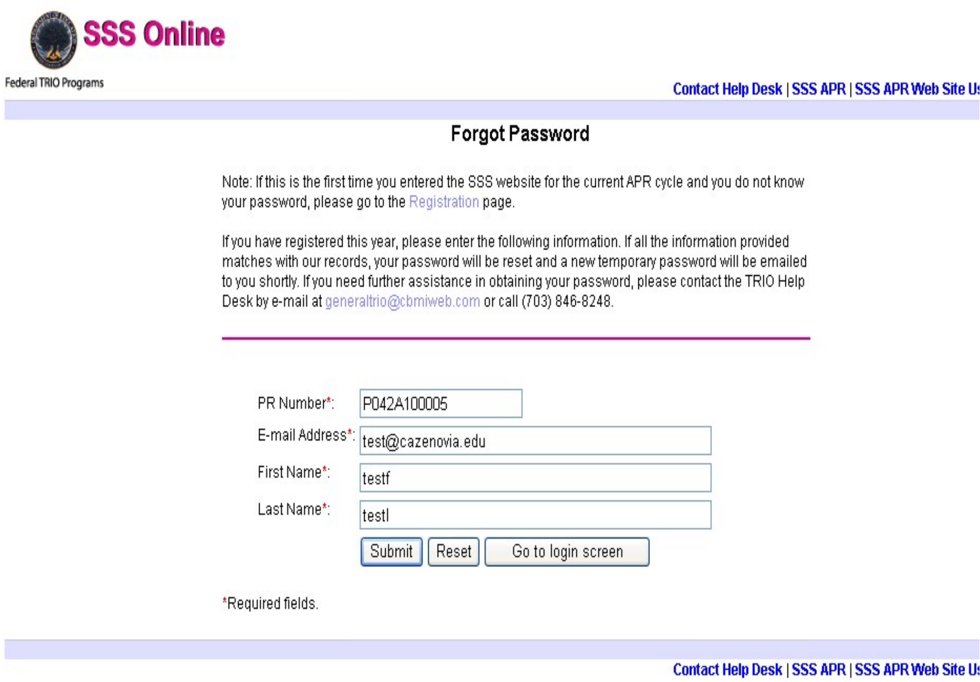
If the userid and password are entered successfully, the **PR Number Confirmation** page displays:



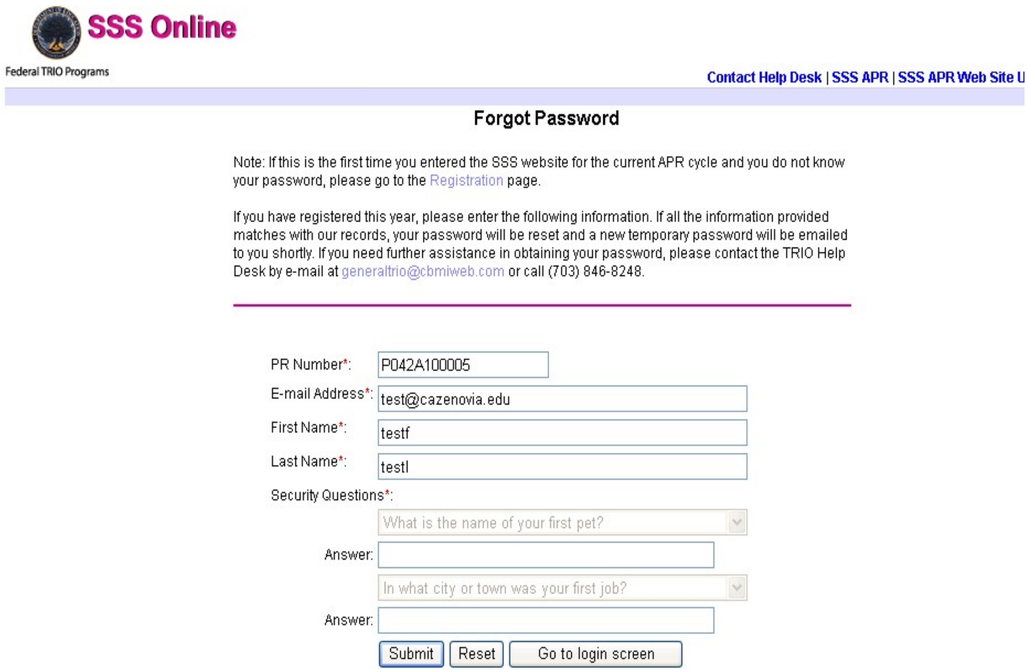

Verify that the PR number is correct. If it is not the correct PR number for your institution, click the "***Cancel***" button to log out and return to the index page. If it is correct, click on the "***Continue***" button.

### 3.3 Forgot Password

If you forget your password after you have logged in and changed your password from the temporary one issued to you, you may click on the *Forgot Password?* hyperlink on the index page. Projects may now reset their password without having to call the TRIO Helpdesk for assistance. Upon registering, projects will be prompted to provide answers to two self-selected security questions. These security questions will need to be answered if a project forgets their password in order to have your password e-mailed to you.  The following page displays:

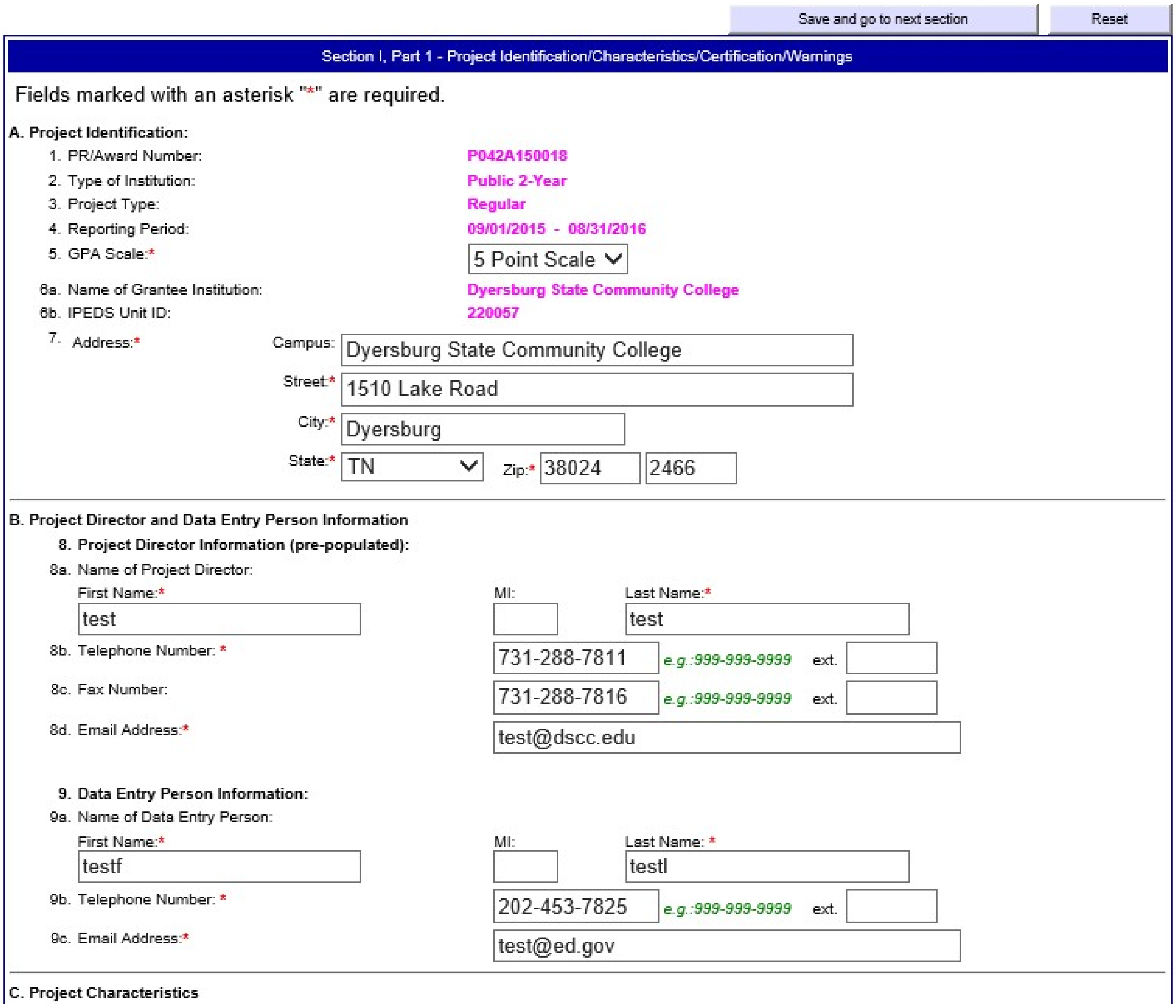



Once you enter the information in the above screen and click ‘Submit’, the following screen appears. You have to enter the answers for the Security questions.




# 4 Navigating through the Site

Upon entering the site, the **Section I – Project Identification, Certification and Warning and Project Required Services** page shown will be displayed:


Save and go to next section | Reset

**Section I, Part 1 - Project Identification/Characteristics/Certification/Warnings**

Fields marked with an asterisk "*" are required.

**A. Project Identification:**

1. PR/Award Number: **P042A150018**
2. Type of Institution: **Public 2-Year**
3. Project Type: **Regular**
4. Reporting Period: **09/01/2015 - 08/31/2016**
5. GPA Scale:* 5 Point Scale

6a. Name of Grantee Institution: **Dyersburg State Community College**
6b. IPEDS Unit ID: **220057**

7. Address:*
Campus: Dyersburg State Community College
Street:* 1510 Lake Road
City:* Dyersburg
State:* TN Zip:* 38024 2466

**B. Project Director and Data Entry Person Information**

**8. Project Director Information (pre-populated):**

8a. Name of Project Director:
First Name:* test MI: Last Name:* test

8b. Telephone Number: * 731-288-7811 e.g.:999-999-9999 ext.

8c. Fax Number: 731-288-7816 e.g.:999-999-9999 ext.

8d. Email Address:* test@dscc.edu

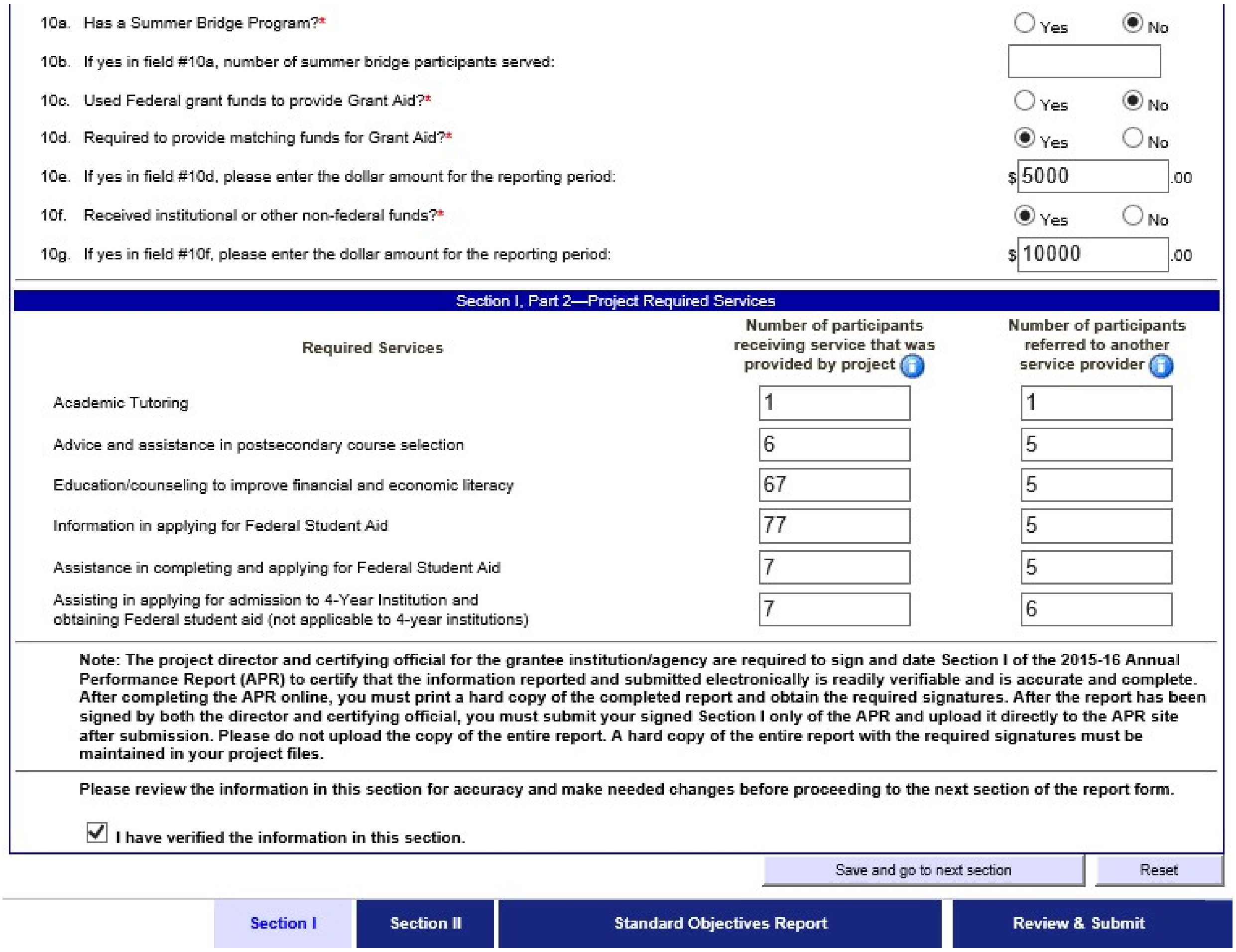
**9. Data Entry Person Information:**

9a. Name of Data Entry Person:
First Name:* testf MI: Last Name: * testl

9b. Telephone Number: * 202-453-7825 e.g.:999-999-9999 ext.

9c. Email Address:* test@ed.gov

**C. Project Characteristics**



| | | |
|---|---|---|
| 10a. Has a Summer Bridge Program?* | ○ Yes | ◉ No |
| 10b. If yes in field #10a, number of summer bridge participants served: | | |
| 10c. Used Federal grant funds to provide Grant Aid?* | ○ Yes | ◉ No |
| 10d. Required to provide matching funds for Grant Aid?* | ◉ Yes | ○ No |
| 10e. If yes in field #10d, please enter the dollar amount for the reporting period: | $ 5000 .00 | |
| 10f. Received institutional or other non-federal funds?* | ◉ Yes | ○ No |
| 10g. If yes in field #10f, please enter the dollar amount for the reporting period: | $ 10000 .00 | |

Section I, Part 2—Project Required Services

| Required Services | Number of participants receiving service that was provided by project | Number of participants referred to another service provider |
|---|---|---|
| Academic Tutoring | 1 | 1 |
| Advice and assistance in postsecondary course selection | 6 | 5 |
| Education/counseling to improve financial and economic literacy | 67 | 5 |
| Information in applying for Federal Student Aid | 77 | 5 |
| Assistance in completing and applying for Federal Student Aid | 7 | 5 |
| Assisting in applying for admission to 4-Year Institution and obtaining Federal student aid (not applicable to 4-year institutions) | 7 | 6 |

**Note: The project director and certifying official for the grantee institution/agency are required to sign and date Section I of the 2015-16 Annual Performance Report (APR) to certify that the information reported and submitted electronically is readily verifiable and is accurate and complete. After completing the APR online, you must print a hard copy of the completed report and obtain the required signatures. After the report has been signed by both the director and certifying official, you must submit your signed Section I only of the APR and upload it directly to the APR site after submission. Please do not upload the copy of the entire report. A hard copy of the entire report with the required signatures must be maintained in your project files.**

**Please review the information in this section for accuracy and make needed changes before proceeding to the next section of the report form.**

☑ **I have verified the information in this section.**

Save and go to next section | Reset

Section I | Section II | Standard Objectives Report | Review & Submit

To navigate between sections I, II, Standard Objectives Report or the Review and Submit of the APR, click on the individual tabs at the top of the screen titled accordingly. The section name highlighted in ***light blue*** is the current Section. All other sections will have a ***dark blue*** background.

The grantee's PR/Award number and name are displayed on the upper left side of the screen.

On the upper right-hand side of the screen are five hyperlinks:

- **Contact Help Desk** allows grantees to generate an e-mail message to the Help Desk requesting assistance;
- The **SSS APR** link takes grantees to the Department of Education (ED) site's Student Support Services page where the APR instructions and participant record structure can be found.

- The **SSS APR Web Site User Guide** allows the grantees to download a copy of the user guide.
- The **Log Out** link logs the grantee off the application and returns to the index page.

These links are also provided at the bottom of the screen, as are the Section tabs.

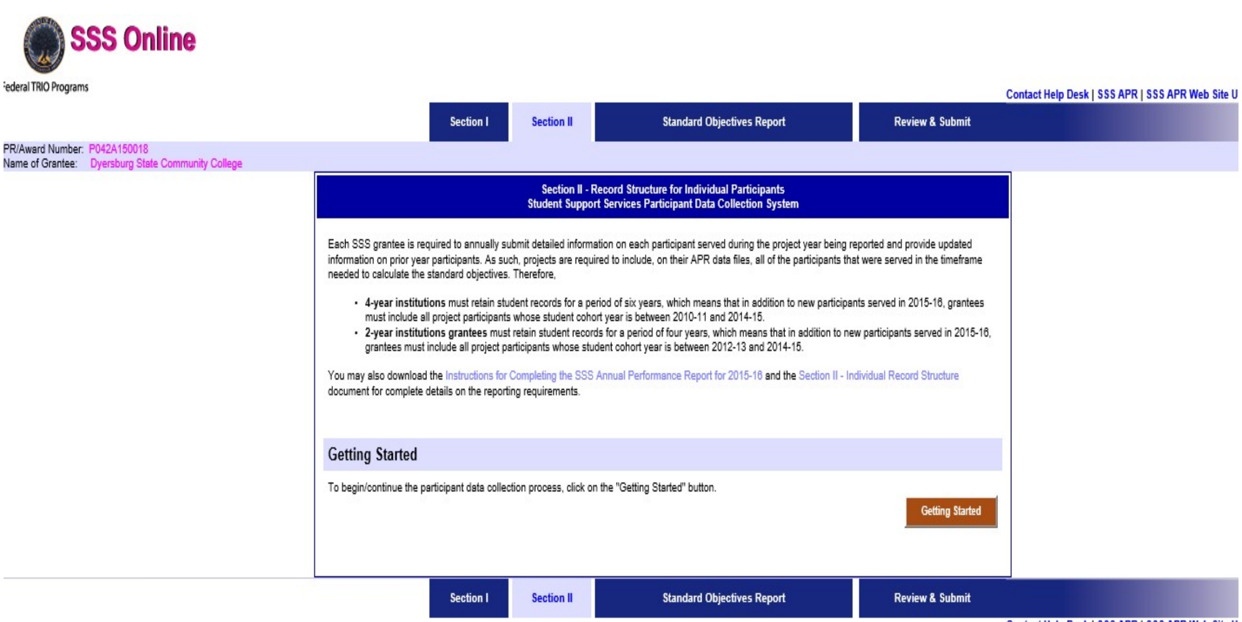
Once you have completed a section, click on the "***Save and go to the next section***" button. All sections have validation edits for certain fields that will prevent users from submitting their file if a response is not provided.

The "***Reset***" button will erase any unsaved values entered.

# 5 Section II – Record Structure for Participants

The SSS Online Data Collection Tool assists grantees in submitting the required information on current and prior participants served during the project year. To access Section II, click on the *Section II* tab at the top of the screen to go to the main screen.

When Section II tab is clicked, the following screen displays as follows.



Grantees should have both the SSS APR instructions and the Record Structure document in front of them before beginning this section. Both documents are available via the hyperlinks (in blue) on the **Section II** page.

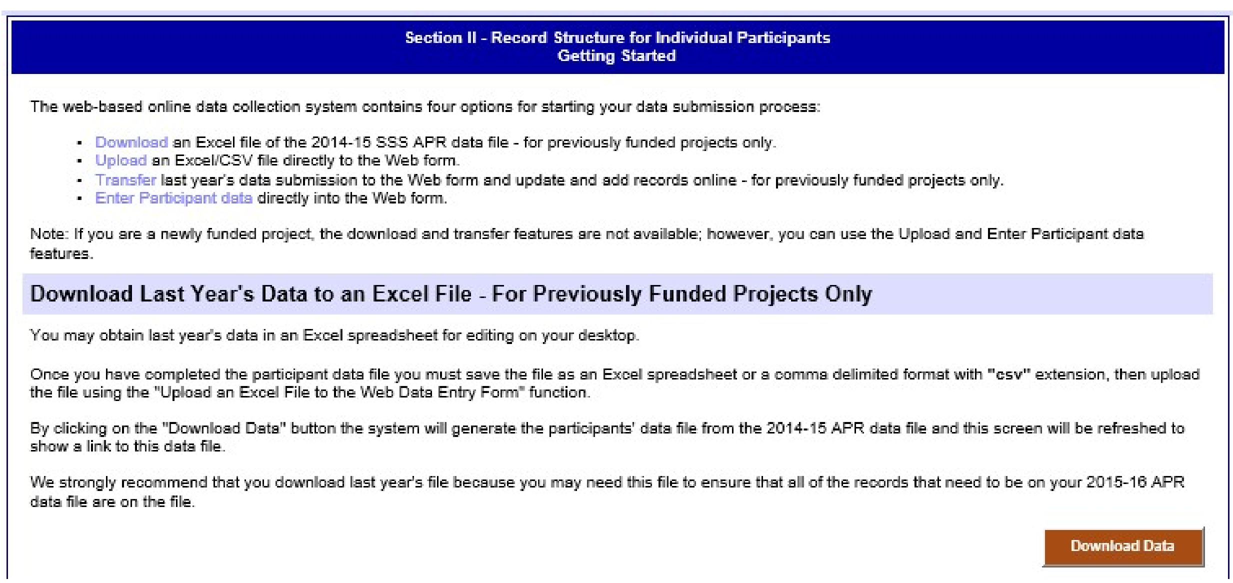
Beginning with the 2010-11 APR reporting period, projects were required to include, on their APR data files, all of the participants that were served in the timeframe needed to calculate prior experience (PE) points. Therefore,

- **4-year institutions** must retain student records for a period six years, which means that in addition to new participants served in 2015-16, grantees must include all project participants whose student cohort year is between 2010-11 and 2014-15.
- **2-year institutions grantees** must retain student records for a period of four years, which means that in addition to new participants served in 2015-16, grantees must include all project participants whose student cohort year is between 2012-13 and 2014-15.

### 5.1 Getting Started with Section II

- Click on the "***Getting Started***" button to begin or continue with the participant data collection process.

*The Section II – Record Structure for Individual Participants Getting Started screen displays:*


**Section II - Record Structure for Individual Participants**
**Getting Started**

The web-based online data collection system contains four options for starting your data submission process:

- Download an Excel file of the 2014-15 SSS APR data file - for previously funded projects only.
- Upload an Excel/CSV file directly to the Web form.
- Transfer last year's data submission to the Web form and update and add records online - for previously funded projects only.
- Enter Participant data directly into the Web form.

Note: If you are a newly funded project, the download and transfer features are not available; however, you can use the Upload and Enter Participant data features.

**Download Last Year's Data to an Excel File - For Previously Funded Projects Only**

You may obtain last year's data in an Excel spreadsheet for editing on your desktop.

Once you have completed the participant data file you must save the file as an Excel spreadsheet or a comma delimited format with "csv" extension, then upload the file using the "Upload an Excel File to the Web Data Entry Form" function.

By clicking on the "Download Data" button the system will generate the participants' data file from the 2014-15 APR data file and this screen will be refreshed to show a link to this data file.

We strongly recommend that you download last year's file because you may need this file to ensure that all of the records that need to be on your 2015-16 APR data file are on the file.

Download Data


The four options for starting the submission process are:

- **Download an Excel** file of the 2014-15 SSS APR data file; update the file and then upload the file directly to the Web form.
- **Upload an Excel/CSV** file directly to the Web form.
- **Transfer** last year's data submission to the Web form and update/add records online.
- **Enter Participant Data** directly into the Web form.

**Note:** The participant social security numbers (SSNs) have been removed from the Excel files containing last year's data. This has been done for security purposes to better protect the personal information contained on the data file and prevents inadvertent misuse of information provided by the Department. However, the participant data file you prepare for the 2015-16 APR and upload should include the SSNs of all participants, as this is the primary identifier used to match participant records across project years.

Once the file has been downloaded, you will then need to update the prior year's data and if required add records for new participants. After revising the file, you will then return to the Web site and upload it as an Excel spreadsheet or CSV file.

If you are unable to prepare an Excel (or CSV) file using your existing database, you have the option of transferring last year's data directly to the Web form for updating or entering the participant data directly into the Web form.

### 5.1.1 Continue Participant Data

The system detects whether you have already begun the data collection process and provides you with the additional option to ***Continue***. If this is the case, after clicking on the "***Getting Started***" button on the main Section II page, you have the option of continuing with your data, or you can use any of the other options (e.g., download, upload, etc.) available. Please note that the ***Continue*** option only appears after logging back in, that is, after initially beginning work on the data and logging out of the system.

Please see below for a sample screen showing the ***Continue*** option:

Section I | Section II | Standard Objectives Report | Review & Submit

**Section II - Record Structure for Individual Participants**
**Getting Started**

The web-based online data collection system contains four options for starting your data submission process:

- Download an Excel file of the 2014-15 SSS APR data file - for previously funded projects only.
- Upload an Excel/CSV file directly to the Web form.
- Transfer last year's data submission to the Web form and update and add records online - for previously funded projects only.
- Enter Participant data directly into the Web form.

Note: If you are a newly funded project, the download and transfer features are not available; however, you can use the Upload and Enter Participant data features.

**Continue Participant Data**

Our records indicate that you started the participant data collection process. To continue working on your participant data, click the "Continue" button.

Continue

**Download Last Year's Data to an Excel File - For Previously Funded Projects Only**

You may obtain last year's data in an Excel spreadsheet for editing on your desktop.

Once you have completed the participant data file you must save the file as an Excel spreadsheet or a comma delimited format with **"csv"** extension, then upload the file using the "Upload an Excel File to the Web Data Entry Form" function.

By clicking on the "Download Data" button the system will generate the participants' data file from the 2014-15 APR data file and this screen will be refreshed to show a link to this data file.

We strongly recommend that you download last year's file because you may need this file to ensure that all of the records that need to be on your 2015-16 APR data file are on the file.

Download Data

**Upload an Excel File to the Web Data Entry Form**

Prior to uploading your file, verify that the file has the correct number and sequence of fields and that the correct additions/deletions of fields were made as specified in SECTION II: RECORD STRUCTURE FOR PARTICIPANTS (i.e., a valid upload file should have 37 columns).

Please use the Browse button to select the file or type the file name and directory path in the box below. The participant data file must be in an **Excel** spreadsheet or a comma delimited format with **"csv"** extension. Then click on the "Upload File" button to proceed.

File to Upload Browse...

Upload File

What is a CSV file?

**Transfer Last Year's Data to the Web Form - For Previously Funded Projects Only**

Transfer Data option is not available for new grantees.

**Enter New Participant Data**

You may enter the individual participant data directly on the web data entry form. Click the "Add New" button.

The participants' First and Last Name, DOB, SSN, and Student Cohort Year must be the same as it appears in the 2014-15 SSS APR.

Add New

Section I | Section II | Standard Objectives Report | Review & Submit

To continue working on your participant file, click on the "***Continue***" button to proceed to the **Section II - Record Structure for Individual Participants Review Participant List and**

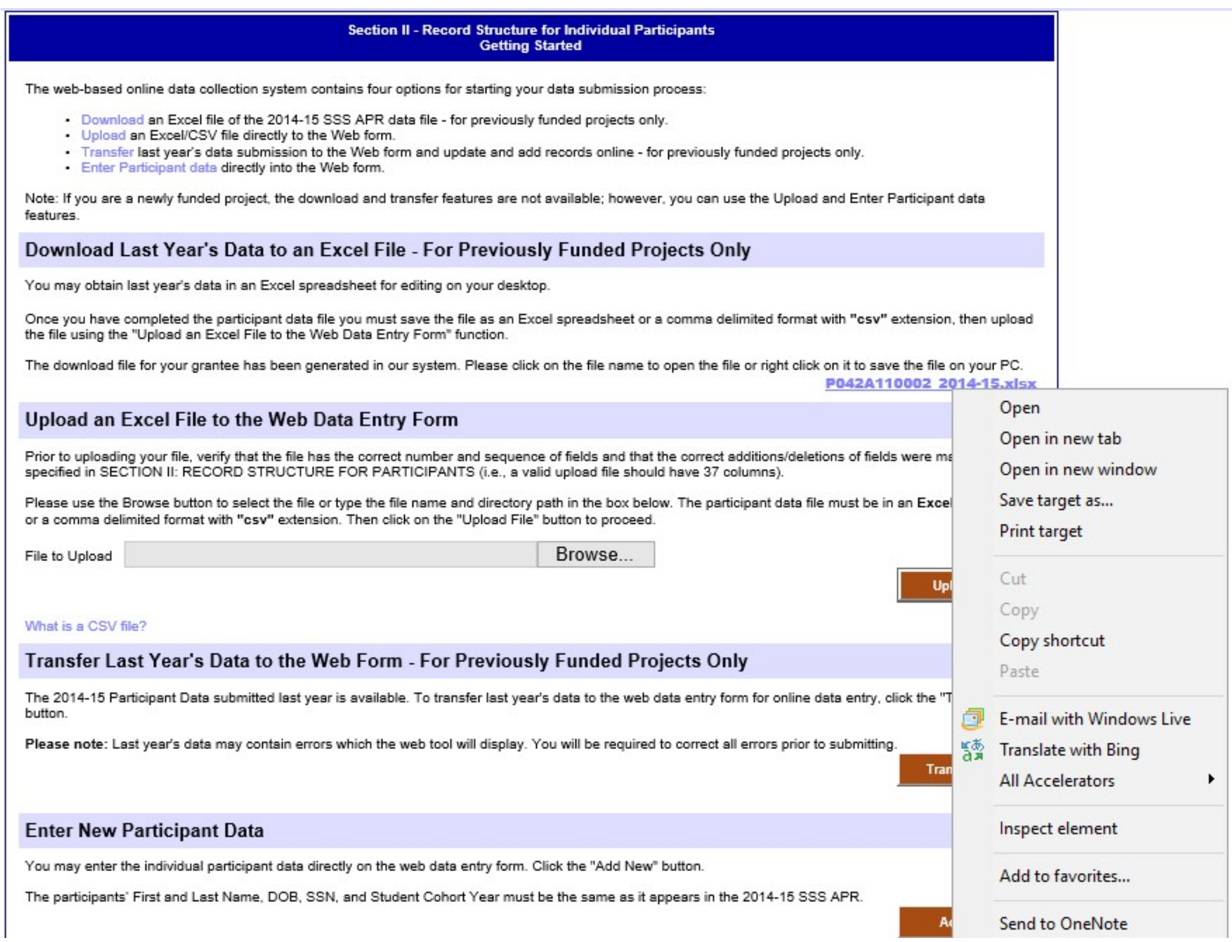
**Data Error Report (Table View)** screen. See *Section 5.2* of this document for further information on this screen.

### 5.1.2 Download Last Year's Data to an Excel File

This option allows you to download last year's data as an Excel file for updating offline -- either as an Excel file or by importing into an existing database application (e.g., ACCESS).

This file will include the fields required by the 2015-16 APR. Grantees that did not submit an APR for 2014-15, can download an Excel spreadsheet template with column headers. To download last year's data file, click on the "***Download Data***" button. A blue hyperlink file (example: *P042AYYXXS9_2014_15.xls*) will appear on the screen. To open the file, click on the hyperlink.

To save the file to your desktop, right click using your mouse and select the "Save Target As" option as shown below. Select a location on your desktop (e.g., My Documents) to save the file.



You can then open the file on your desktop using Excel and update the data. Once you have updated the information, return to this page and select the "Upload" option to continue with the APR submission. Alternatively, you can click on the file name hyperlink to open it, and then save it to your desktop.

### 5.1.3 Upload an Excel File to the Web Data Entry Form

This option allows you to upload the 2015-16 file in an Excel spreadsheet format or as a CSV file. A CSV file is a comma delimited text file in which each field is separated by a comma. Most databases can covert a file to either CSV format or as an Excel spreadsheet. Instructions for creating a CSV file are available via the *What is a CSV file?* hyperlink on the page.

To upload a file, use the "***Browse***" button to select the location (on your desktop) of the file you want to upload. This function works like the File-Open command used when opening a Microsoft Office document. After selecting the file to upload, click on the "***Open***" button. The file name and path will be displayed on the screen. Click on the "***Upload File***" button to proceed.

An uploaded Excel file should contain all 37 fields required by the APR, in the order specified. New grantees should follow the order specified with the column names as outlined on the record structure document. If the file you uploaded meets these requirements, you will proceed to the **Review Participant List and Data Error Report (Table View)** screen. See this document's *Section 5.2* for further information on this screen.

If your file does not meet these requirements, a screen displays, similar to the following, outlining where the problems with your file occurred:


Click on the "***Go Back***" button to return to the **Getting Started** screen. You must correct any errors displayed on this screen before proceeding. Return to your spreadsheet (or other application) and correct any errors, then return to the **Section II – Getting Started** screen to continue with the upload process.

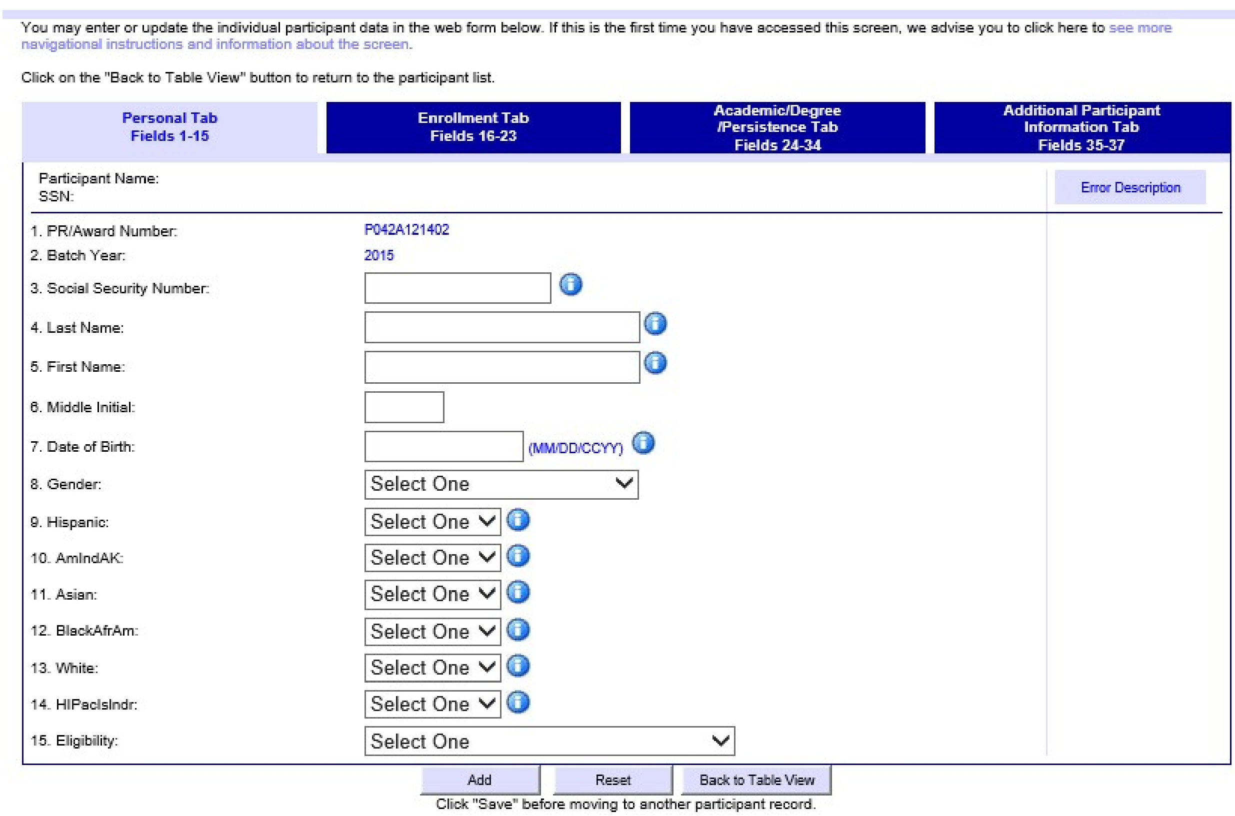
### 5.1.4 Transfer Last Year's Data to the Web Data Form

The 2014-15 Participant Data submitted last year is available. To transfer last year's data to the web data entry form for online data entry, click the "Transfer Data" button.
Last year's data may contain errors which the web tool will display. You will be required to correct all errors prior to submitting.

Click on the "***Transfer Data***" button to proceed to the **Review Participant List and Data Error Report (Table View)** screen. See this document's *Section 5.2* for further information about his screen.

### 5.1.5 Enter New Participant Data

This option allows you to enter participant data directly on the Web form. Click on the "***Add New***" button to proceed to the Web form as shown below. The participants' First and Last Name, DOB, SSN, and Student Cohort Year must be the same as those that appear in the Tier 1A file. If you are a newly funded project, please disregard these instructions.


You may enter or update the individual participant data in the web form below. If this is the first time you have accessed this screen, we advise you to click here to see more navigational instructions and information about the screen.

Click on the "Back to Table View" button to return to the participant list.

Personal Tab Fields 1-15 | Enrollment Tab Fields 16-23 | Academic/Degree /Persistence Tab Fields 24-34 | Additional Participant Information Tab Fields 35-37

Participant Name:
SSN:

Error Description

1. PR/Award Number: P042A121402
2. Batch Year: 2015
3. Social Security Number:
4. Last Name:
5. First Name:
6. Middle Initial:
7. Date of Birth: (MM/DD/CCYY)
8. Gender: Select One
9. Hispanic: Select One
10. AmIndAK: Select One
11. Asian: Select One
12. BlackAfrAm: Select One
13. White: Select One
14. HIPacIsIndr: Select One
15. Eligibility: Select One

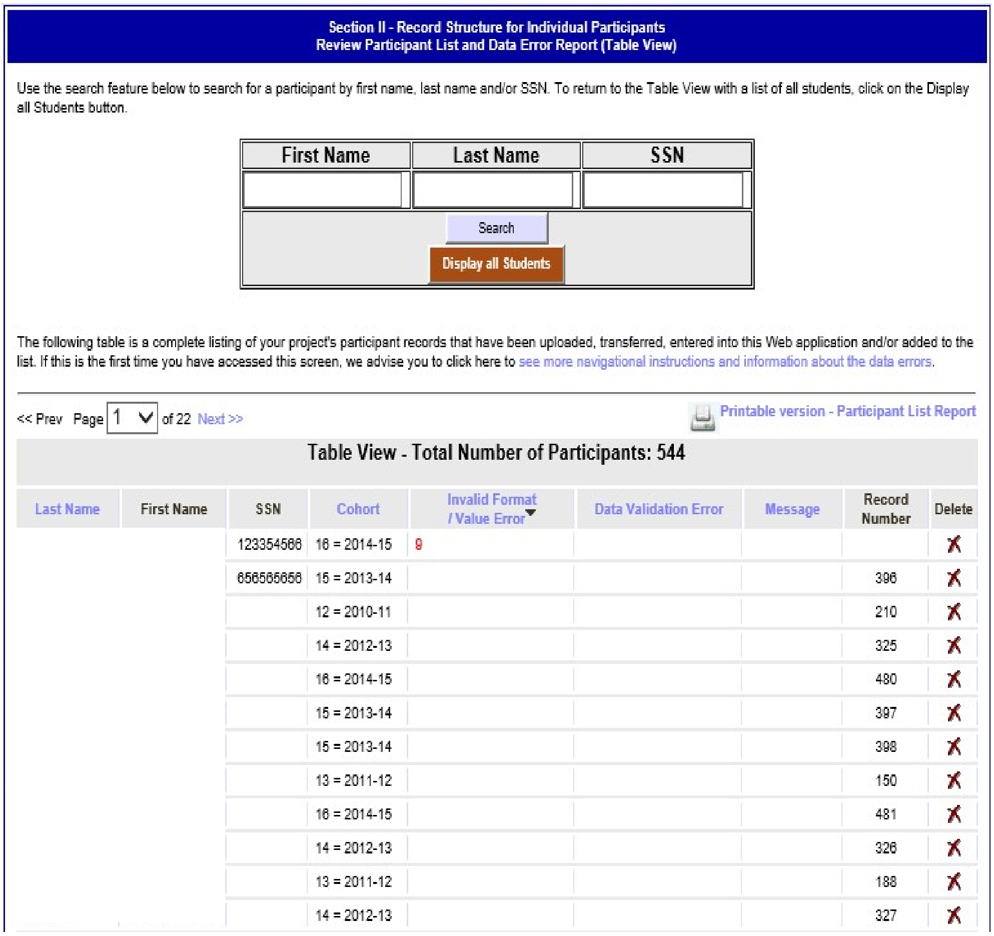
Add | Reset | Back to Table View

Click "Save" before moving to another participant record.

See *Section 5.3* below for further information about this screen.

## 5.2 Review Participant List and Data Error Report (Table View) Screen

Grantees who selected the ***Continue***, ***Upload***, or ***Transfer*** options on the **Getting Started** screen will proceed to the **Table View** screen shown below. This screen lists the participants in the file, the total number of participants in the file, any formatting or value errors, any data validation errors, and provides a printable report of those errors.



Section II - Record Structure for Individual Participants
Review Participant List and Data Error Report (Table View)

Use the search feature below to search for a participant by first name, last name and/or SSN. To return to the Table View with a list of all students, click on the Display all Students button.

| First Name | Last Name | SSN |
|---|---|---|
| | | |

Search

Display all Students

The following table is a complete listing of your project's participant records that have been uploaded, transferred, entered into this Web application and/or added to the list. If this is the first time you have accessed this screen, we advise you to click here to see more navigational instructions and information about the data errors.

<< Prev Page 1 of 22 Next >>

Printable version - Participant List Report

Table View - Total Number of Participants: 544

| Last Name | First Name | SSN | Cohort | Invalid Format / Value Error | Data Validation Error | Message | Record Number | Delete |
|---|---|---|---|---|---|---|---|---|
| | | 123354566 | 16 = 2014-15 | 9 | | | | ✗ |
| | | 656565656 | 15 = 2013-14 | | | | 396 | ✗ |
| | | | 12 = 2010-11 | | | | 210 | ✗ |
| | | | 14 = 2012-13 | | | | 325 | ✗ |
| | | | 16 = 2014-15 | | | | 480 | ✗ |
| | | | 15 = 2013-14 | | | | 397 | ✗ |
| | | | 15 = 2013-14 | | | | 398 | ✗ |
| | | | 13 = 2011-12 | | | | 150 | ✗ |
| | | | 16 = 2014-15 | | | | 481 | ✗ |
| | | | 14 = 2012-13 | | | | 326 | ✗ |
| | | | 13 = 2011-12 | | | | 188 | ✗ |
| | | | 14 = 2012-13 | | | | 327 | ✗ |

<< Prev Page 1 of 22 Next >> Add Participant

If you have made changes to the participants' data online, you may download a file of your edited data. You can then continue to edit your data offline and upload it to the web application system. To download your data file, from the table view screen, click on the button "Download Participant Data". The system will then refresh and a link that contains your Pr/Award Number will be displayed. You can either click on the link to open your file or you can right click on it and save your file. Once you are ready to upload your data file, go to the screen "Section II - Record Structure for Individual Participants Getting Started" and use the Upload feature. You can access this screen by clicking on the tab "Section II".

Download Participant Data

### Navigational Instructions and Data Error Information

**Search for Participant Record**

Use the search feature to search for a participant by first name, last name and/or SSN. To return to the Table View (list of all students), click on the **Display all Students** button.

You have the following options when editing the participant errors:

- If you uploaded or transferred your file, you may edit your data offline and re-upload the data file by returning to "Section II - Getting Started".
- To identify the participant records with errors, you will need to scroll through several Web pages (each page displays 25 records).
- You may click on the "printable version" hyperlink to print the complete participant list to view which records have data error(s).
- You may also sort on "Invalid Format/Value Error or Data Validation Error" by clicking on the column title hyperlinks.

Or you may edit the data directly on the Web application:

1. You may click the Last Name hyperlink to edit participant data or correct data errors.
2. You may click the "" image in the "Delete" column to delete a participant data record.
3. You may click the "Add Participant" button to add a new participant data record.
4. You may sort by Last Name, Cohort, Invalid Format/Value Error, Data Validation Error, Message, or Record Number by clicking on the column title hyperlinks.

If you have a large number of participant records with errors, we recommend correcting the data offline and uploading a corrected file.

This report also displays three types of errors: (1) invalid data format/values, (2) data validation errors, and (3) soft check validation error (Message). You must correct all the data errors in (1) invalid data format/values and (2) data validation errors before you will be able to submit the APR.

- An invalid format/value error occurs when the data field(s) for the participant record includes a value(s) other than one of the "Valid Field Content" options provided in column 4 of Section II—Record Structure for Participant List of the APR. To correct these types of errors online, click on the Last Name hyperlink to view an individual record and then enter a valid format/value in the identified data field(s).
- A data validation error identifies conflicting data provided in two or more data fields. By clicking on the Last Name hyperlink to view the individual record, you will see an error message that explains the error. You may then correct the data online.
- A soft check validation error which appears as a Message is similar to data validation error, but the system does not require you to correct the error in order to continue with your submission. Nonetheless, for data quality purposes, it is strongly recommended that these types of errors are resolved.

If you uploaded participant data, the Record Number column will display the record numbers in your upload file for each individual participant record. The record numbers will help you to find the records with errors easily if you want to correct errors offline.

Back to Top

Twenty-five records display on each screen. To view additional students, click on the *Prev* or *Next* links on the right corner of the screen.

The **Table View** screen is sorted by Data Validation Error. You may click on the other column headings to sort in a different order. The only columns by which you may not sort are First Name.

To view a participant's record, click on the *Last Name* hyperlink. This will direct you to the Web form where you can begin to either enter new information or update the participant record.

To delete a participant record, in the Table View screen, click on the “” image in the “Delete” column for that participant.

To delete a participant record from the individual participant screen (web form), click on the “Delete” button located next to the SAVE button on the bottom of the screen.

To add a participant record in the Table View screen, click on the "***Add Participant***" button at the bottom of the screen. This will direct you to the Web form where you can begin to enter information for the participant. See *Section 6.3* of this document for further instructions about the participant data Web form.

To search a participant by last name, first name or SSN, enter the name/SSN and click on 'Search' button. If you want to see all the students on the screen, click on 'Display all Students' button.

To generate a printable report of the errors on the file, click on the *Printable Version – Participant List Report* link on the right side of the screen.

The screen displays three types of errors: (1) invalid data format/values; (2) data validation errors; and (3) soft check validation errors (Message). With the exception of the soft check validation errors, you must correct invalid data format/values and data validation errors before you will be able to submit the APR. The number in the column represents the field that contains the error.

- An invalid format/value error occurs when the data field(s) for the participant record includes a value(s) other than one of the "Valid Field Content" options provided in column 4 of Section III of the APR. To correct these types of errors online, you may click on the *Last Name* hyperlink and then enter a valid option or text, if applicable, in the identified data field(s).
- A data validation error identifies data fields that are in conflict with data you provided in another data field. By clicking on the *Last Name* hyperlink, you will see an error message that explains the error. This message will appear in red below the participant's SSN. You may then correct the data online.
- A soft check validation error represents validations that should be checked for accuracy; the data, however, may be correct. If correct, the data would not need to be changed.

If there are a large number of participant records with errors, grantees can correct the data offline and upload a corrected file. To obtain a download of the file, which will contain any updates the grantee has entered, click on the "***Download Participant Data***" button under the participant list. After editing the data offline, grantees should return to the **Section II – Getting Started** screen to upload the revised file. See *Section 5.1.3* for further instructions on uploading a file.

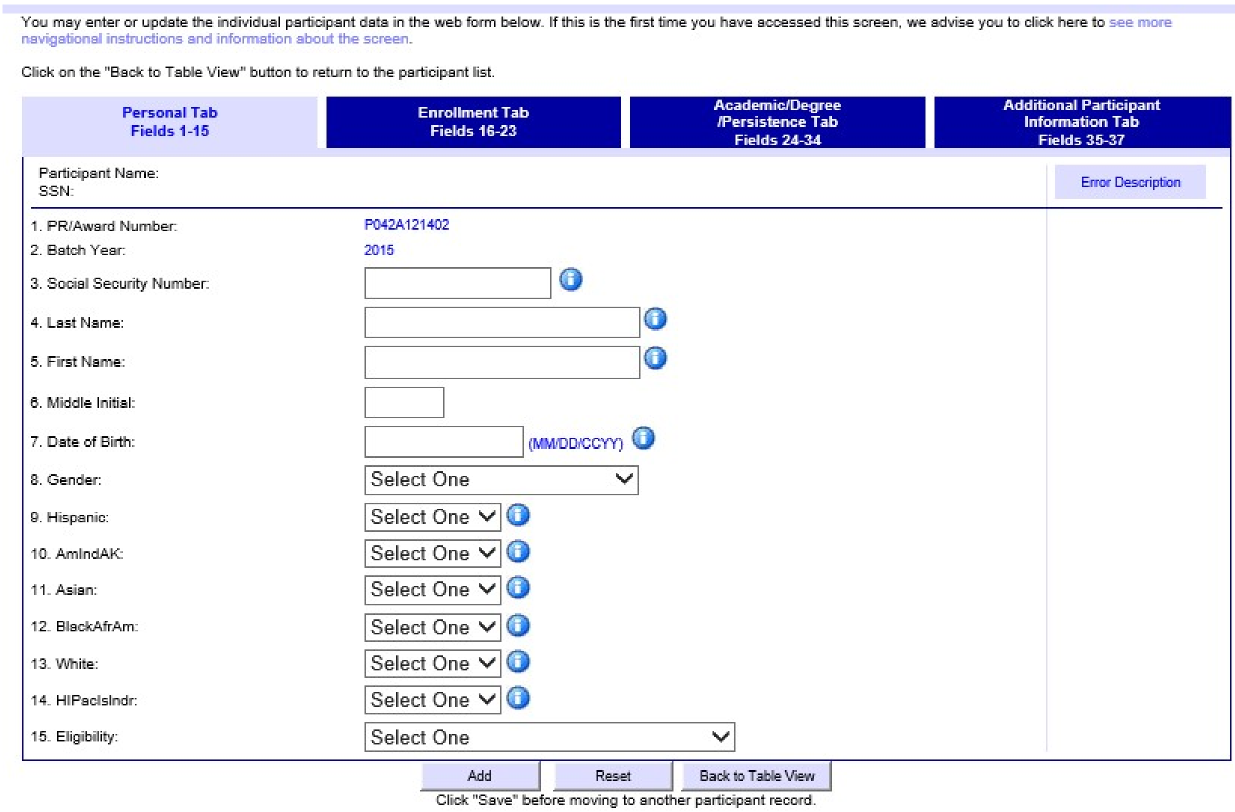
Grantees viewing the screen for the first time should click on the *See more navigational instructions and information about data errors* hyperlink at the top of the page. This link will provide you with valuable information about navigating the site. Grantees can click on the *Back to Top* hyperlink to return to the top of the page and edit participant records.

## 5.3 Web Data Entry Screen

Grantees can access the Web data entry screen by:

- Selecting “Add New” on the **Section II - Getting Started** screen.
- Clicking on the *Last Name* hyperlink for a participant (on the **Table View** screen).

The screen is shown below.




Grantees viewing the screen for the first time should click on the *See more navigational instructions and information about data errors* link at the top of the page. This link will provide you with valuable information about navigating the screens.

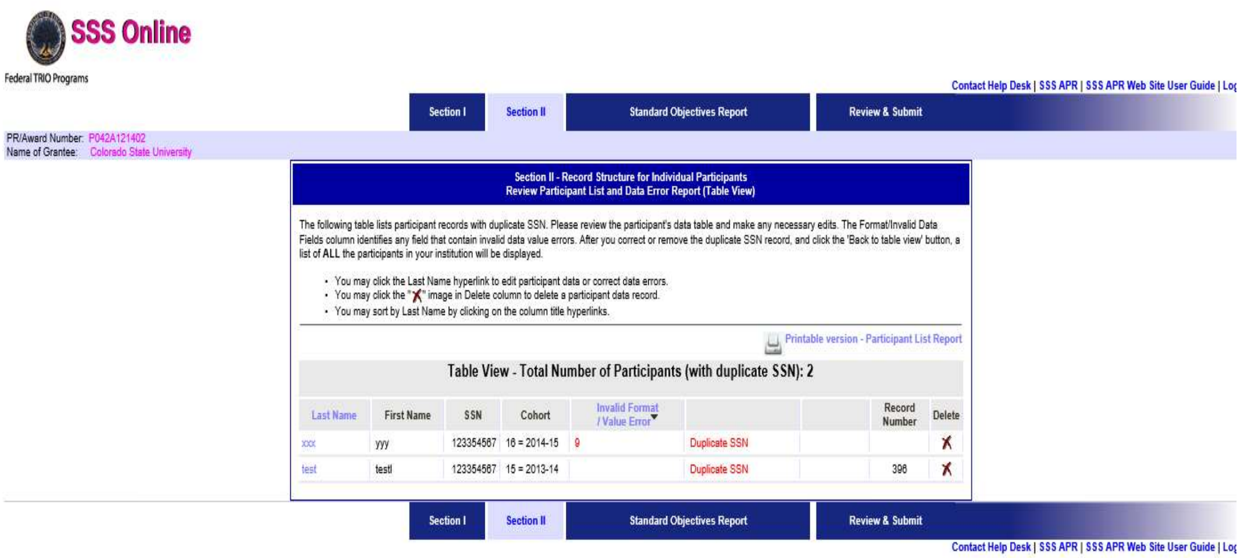
The participant data has been divided into four sections/tabs - *Personal*, *Enrollment*, *Academic/Degree/Persistence* and *Financial Aid*. The Web form displays the participant’s name and social security number, if provided, on the left side of the screen, below the tabs. The current screen is highlighted in light blue, while the other sections remain dark blue.

- To navigate through the sections and view the data provided in each section, click on the *Personal, Enrollment, Academic/Degree*, or *Financial* tab.
- To make changes to any field for a participant, use the pull-down menus provided, or enter text as appropriate (e.g., Last Name).
- To save changes, click on the “***Save***” button or click on another tab.
- To delete a record, click on the “***Delete***” button.

- To reset the data after making changes, without saving, click on the "***Reset***" button.
- To go to another participant's record, click on the *Next* or *Previous* link.
- To return to the **Table View** screen, click on the "***Back to Table View***" button at the bottom of the screen.

### 5.3.1 Duplicate Social Security Numbers (SSN)

If the system determines there are duplicate social security numbers in the file, a screen similar to the one below will be displayed. You will be required to fix the error before returning to the **Table View** screen.




To change the SSN for a participant, click on the *Last Name* hyperlink and change the SSN on the Web data entry form. If the participant record is a duplicate, you can click on the "✗" image in the "Delete" column to delete the record. Once the duplicate SSN error has been fixed for the applicable participants, clicking on the "***Back to Table View***" button will display all participants.

# 6 Standard Objectives Report

After completing Section II, grantees will view their Standard Objectives Report.

**Description**
In this section, the approved number of participants to be served (funded number) and the project objectives for your project for this grant award cycle (2010-2015). This information was retrieved

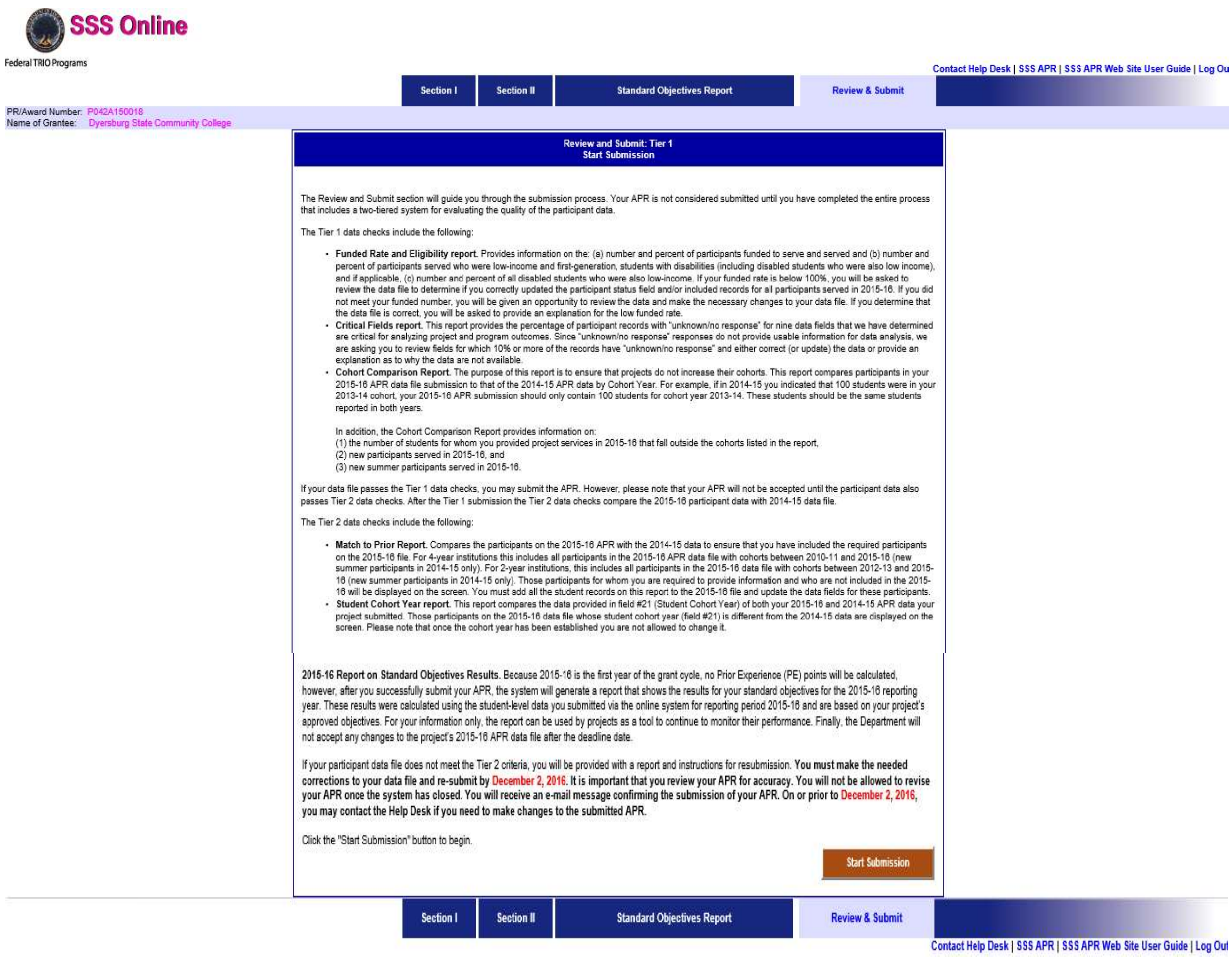
from the approved ***"Student Support Services Program Profile"*** of the application package as provided by the project.

**Navigation**
Users can go to this page by clicking on the "Standard Objectives Report" tab on top. The following screen will be displayed:


# 7 Review and Submit (Tier 1)

To begin the APR submission process, click on the *Review and Submit* tab. The sample page displays below. An explanation of the two-tiered system required for submission is included on the page. Your APR is not considered complete until you have finished the entire process for evaluating the participant data.

To continue with the APR submission, click on the "***Start Submission***" button at the bottom of the page.


SSS Online
Federal TRIO Programs
Contact Help Desk | SSS APR | SSS APR Web Site User Guide | Log Ou
Section I | Section II | Standard Objectives Report | Review & Submit
PR/Award Number: P042A150018
Name of Grantee: Dyersburg State Community College

**Review and Submit: Tier 1**
**Start Submission**

The Review and Submit section will guide you through the submission process. Your APR is not considered submitted until you have completed the entire process that includes a two-tiered system for evaluating the quality of the participant data.

The Tier 1 data checks include the following:

- **Funded Rate and Eligibility report.** Provides information on the: (a) number and percent of participants funded to serve and served and (b) number and percent of participants served who were low-income and first-generation, students with disabilities (including disabled students who were also low income), and if applicable, (c) number and percent of all disabled students who were also low-income. If your funded rate is below 100%, you will be asked to review the data file to determine if you correctly updated the participant status field and/or included records for all participants served in 2015-16. If you did not meet your funded number, you will be given an opportunity to review the data and make the necessary changes to your data file. If you determine that the data file is correct, you will be asked to provide an explanation for the low funded rate.
- **Critical Fields report.** This report provides the percentage of participant records with "unknown/no response" for nine data fields that we have determined are critical for analyzing project and program outcomes. Since "unknown/no response" responses do not provide usable information for data analysis, we are asking you to review fields for which 10% or more of the records have "unknown/no response" and either correct (or update) the data or provide an explanation as to why the data are not available.
- **Cohort Comparison Report.** The purpose of this report is to ensure that projects do not increase their cohorts. This report compares participants in your 2015-16 APR data file submission to that of the 2014-15 APR data by Cohort Year. For example, if in 2014-15 you indicated that 100 students were in your 2013-14 cohort, your 2015-16 APR submission should only contain 100 students for cohort year 2013-14. These students should be the same students reported in both years.

  In addition, the Cohort Comparison Report provides information on:
  (1) the number of students for whom you provided project services in 2015-16 that fall outside the cohorts listed in the report,
  (2) new participants served in 2015-16, and
  (3) new summer participants served in 2015-16.

If your data file passes the Tier 1 data checks, you may submit the APR. However, please note that your APR will not be accepted until the participant data also passes Tier 2 data checks. After the Tier 1 submission the Tier 2 data checks compare the 2015-16 participant data with 2014-15 data file.

The Tier 2 data checks include the following:

- **Match to Prior Report.** Compares the participants on the 2015-16 APR with the 2014-15 data to ensure that you have included the required participants on the 2015-16 file. For 4-year institutions this includes all participants in the 2015-16 APR data file with cohorts between 2010-11 and 2015-16 (new summer participants in 2014-15 only). For 2-year institutions, this includes all participants in the 2015-16 data file with cohorts between 2012-13 and 2015-16 (new summer participants in 2014-15 only). Those participants for whom you are required to provide information and who are not included in the 2015-16 will be displayed on the screen. You must add all the student records on this report to the 2015-16 file and update the data fields for these participants.
- **Student Cohort Year report.** This report compares the data provided in field #21 (Student Cohort Year) of both your 2015-16 and 2014-15 APR data your project submitted. Those participants on the 2015-16 data file whose student cohort year (field #21) is different from the 2014-15 data are displayed on the screen. Please note that once the cohort year has been established you are not allowed to change it.

**2015-16 Report on Standard Objectives Results.** Because 2015-16 is the first year of the grant cycle, no Prior Experience (PE) points will be calculated, however, after you successfully submit your APR, the system will generate a report that shows the results for your standard objectives for the 2015-16 reporting year. These results were calculated using the student-level data you submitted via the online system for reporting period 2015-16 and are based on your project's approved objectives. For your information only, the report can be used by projects as a tool to continue to monitor their performance. Finally, the Department will not accept any changes to the project's 2015-16 APR data file after the deadline date.

If your participant data file does not meet the Tier 2 criteria, you will be provided with a report and instructions for resubmission. **You must make the needed corrections to your data file and re-submit by December 2, 2016. It is important that you review your APR for accuracy. You will not be allowed to revise your APR once the system has closed. You will receive an e-mail message confirming the submission of your APR. On or prior to December 2, 2016, you may contact the Help Desk if you need to make changes to the submitted APR.**

Click the "Start Submission" button to begin.

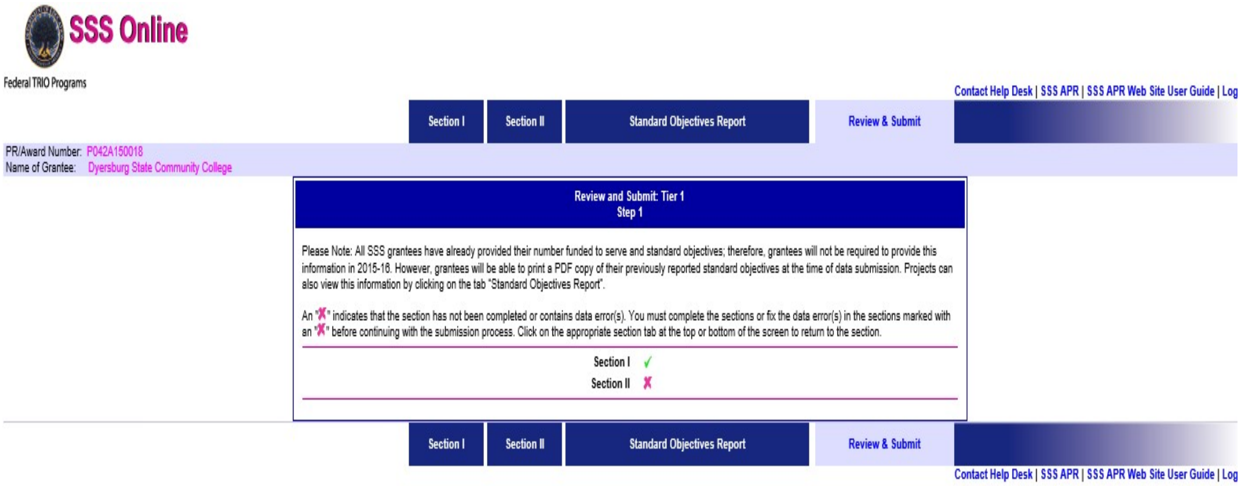
Start Submission

Section I | Section II | Standard Objectives Report | Review & Submit
Contact Help Desk | SSS APR | SSS APR Web Site User Guide | Log Out

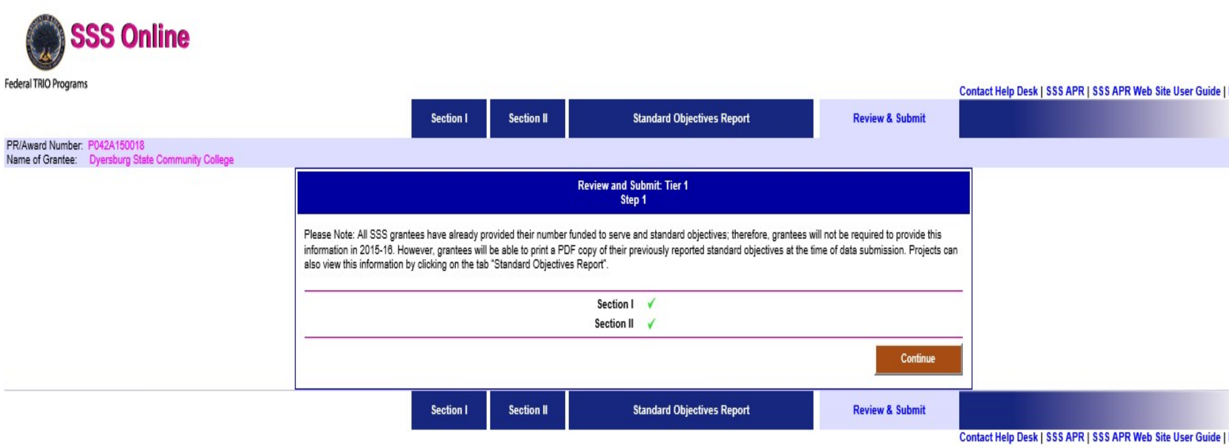
## 7.1 Review and Submit – Step 1

The **Review and Submit – Step 1** screen will be displayed as shown below. Grantees must complete both sections and pass all validation checks in order to proceed with the APR submission.

Green check marks display for those sections that have been completed and have passed the data validation error checks. The pink "✗"s display for those sections that are NOT complete. To return to a section to complete it, click on the appropriate section tab at the top of the screen.



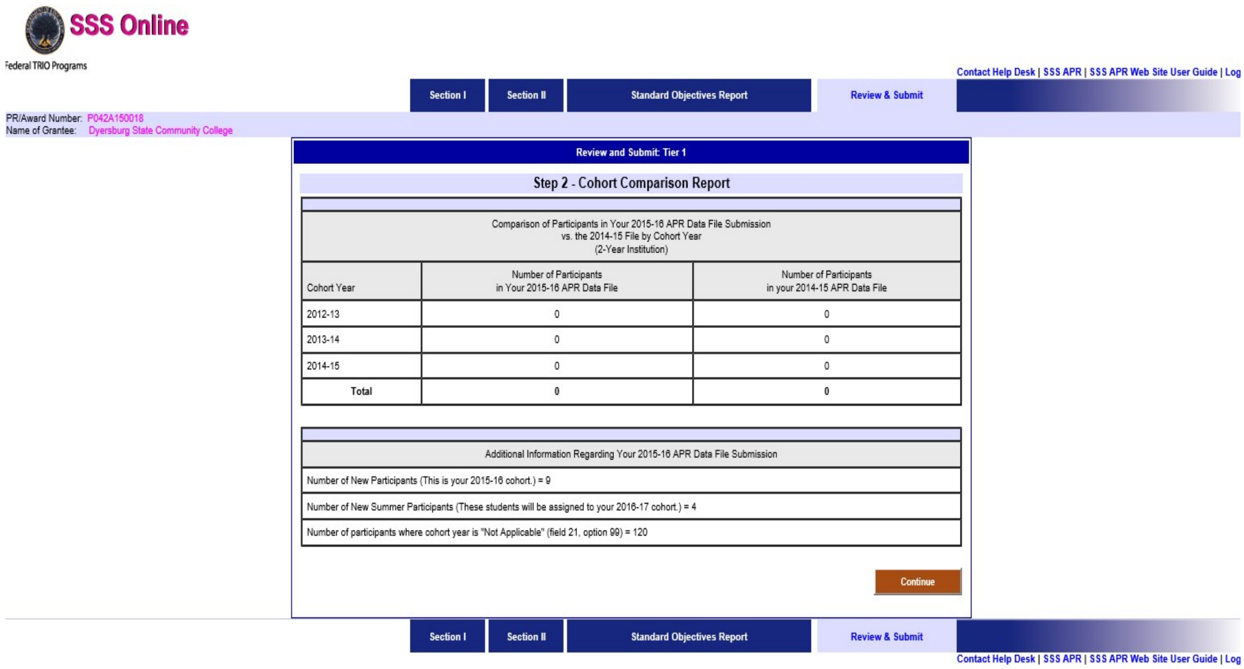

When both sections are complete, the **Review and Submit – Step 1** screen displays as shown below, with green check marks next to each section indicating it has been completed. To proceed with the APR submission, click on the "***Continue***" button.




## 7.2 Review and Submit – Step 2 Cohort Comparison Report

The second step of the Tier 1 process is the **Cohort Comparison Report**.

The following screen displays:



SSS Online
Federal TRIO Programs
Contact Help Desk | SSS APR | SSS APR Web Site User Guide | Log
Section I | Section II | Standard Objectives Report | Review & Submit
PR/Award Number: P042A150018
Name of Grantee: Dyersburg State Community College

Review and Submit: Tier 1

Step 2 - Cohort Comparison Report

| Comparison of Participants in Your 2015-16 APR Data File Submission vs. the 2014-15 File by Cohort Year (2-Year Institution) | | |
|---|---|---|
| Cohort Year | Number of Participants in Your 2015-16 APR Data File | Number of Participants in your 2014-15 APR Data File |
| 2012-13 | 0 | 0 |
| 2013-14 | 0 | 0 |
| 2014-15 | 0 | 0 |
| **Total** | **0** | **0** |

| Additional Information Regarding Your 2015-16 APR Data File Submission |
|---|
| Number of New Participants (This is your 2015-16 cohort.) = 9 |
| Number of New Summer Participants (These students will be assigned to your 2016-17 cohort.) = 4 |
| Number of participants where cohort year is "Not Applicable" (field 21, option 99) = 120 |

Continue

Section I | Section II | Standard Objectives Report | Review & Submit
Contact Help Desk | SSS APR | SSS APR Web Site User Guide | Log

If the cohort is greater in 2015-16 APR, the following screen displays.

Conta

Section I | Section II | Standard Objectives Report | Review & Submit

**Review and Submit: Tier 1**

## Step 2 - Cohort Comparison Report

Comparison of Participants in Your 2015-16 APR Data File Submission
vs. the 2014-15 File by Cohort Year
(2-Year Institution)

| Cohort Year | Number of Participants in Your 2015-16 APR Data File | Number of Participants in your 2014-15 APR Data File |
|---|---|---|
| 2012-13 | 1 | 0 |
| 2013-14 | 0 | 0 |
| 2014-15 | 0 | 0 |
| **Total** | **1** | **0** |

| Additional Information Regarding Your 2015-16 APR Data File Submission |
|---|
| Number of New Participants (This is your 2015-16 cohort.) = 9 |
| Number of New Summer Participants (These students will be assigned to your 2016-17 cohort.) = 4 |
| Number of participants where cohort year is "Not Applicable" (field 21, option 99) = 119 |

**Ooops!**

The "Number of Participants in Your 2015-16 APR Data File" does not match the "Number of Participants in Your 2014-15 APR Data File" for cohort year(s) 2012-13. Remember, you cannot increase or decrease pre-established cohorts as the cohorts have already been verified by your institution either during the Tier 1A process or through your previous APR data submission.

If you have increased pre-established cohorts, you will not be able to continue to submit your APR until you resolve cohort size discrepancies.

If you have decreased pre-established cohort(s), the system will allow you to continue, however, the Match-To- Prior Report in Tier 2 will require you to add the missing record(s). Once you add the missing records, the system will run the Cohort Comparison Report again, and if any discrepancies with the cohort size occur you will be required to resolve the issue.

**How do I resolve the issue?**

Step 1 – Click on button "Go back to Section II" below, then click on the "Getting Started" button.
Step 2 – If you have not already done so, download your 2014-15 APR data file by clicking on the Download button. (*Note: The screen will be refreshed and a link with your Pr/Award Number will be displayed. Click on the link to access your 2014-15 APR data file.*)
Step 3 - Compare your 2015-16 APR data for the cohorts in question to that of your 2014-15 APR data file.
Step 4 - Identify the extra record(s) and either delete the record(s) or select in field 21 (Student Cohort Year) option 99 = Not applicable.

**HINT:** In order to determine which record(s) have resulted in an increase to the cohort(s), you must compare your 2014-15 APR data to your most recently uploaded 2015-16 APR data.

**If you need to download your most recently uploaded 2015-16 APR data do the following:**

1. Go to the Table View screen by clicking on the button "Go Back to Section II" located below.
2. Click on the "Getting Started" button.
3. Click on the "Continue" button
4. Once you are in the Table View (i.e., the screen that contains a list of all of your participants), click on the button "Download Participant Data". The screen will be refreshed and a link with your Pr/Award Number will be displayed.
5. You can either open the file by clicking on the link or you can save it by right clicking on it.

Go back to Section II

Section I | Section II | Standard Objectives Report | Review & Submit

## 7.3 Review and Submit – Step 3 Funded Rate and Eligibility Status

The third step of the Tier 1 process is the **Funded/Served Rate Report and Eligibility Status Report**. The following screen displays:

Section I | Section II | Standard Objectives Report | Review & Submit

**Review and Submit: Tier 1**

### Step 3-Funded Rate and Eligibility Status Table and Current Participants Report

#### 2015-16 Funded Rate and Eligibility Table

The table below provides information on the: (a) number and percent of participants funded to serve and served and (b) number and percent of participants served who were low-income and first-generation, students with disabilities (including disabled students who were also low income), and if applicable, (c) number and percent of all disabled students who were also low-income. As noted below, the one-third eligibility requirement only applies if the project served at least one disabled student.

The information provided in the section "**Number of Participants Funded to Serve & Served**" is based on serving at least as many participants (i.e., 100%) were served as the project was funded to serve.

The information provided in the section "**2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income**" is based on the project meeting the two-thirds eligibility requirement (i.e., 66% or greater). To determine whether your project met this requirement, the column: "Number first-generation and low-income, and/or disabled including disabled who are also low-income" was divided by the column: "Number of Current Participants Served."

The information provided in the section "**1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income**" is based on the project meeting the one-third disabled and low-income requirement (i.e., 33% or greater). This requirement is only applicable for projects that served disabled students; therefore, if any disabled students were served at least one-third must also be low-income. To determine whether your project met this requirement, the column: "Number of students w/disabilities who are also low-income" was divided by the column: "Number of students w/disabilities (including disabled and low-income)".

Please review the information contained in the table below. If your project did not meet the requirements mentioned above, please verify that the participant and eligibility status codes for each current participant for whom you provided information are correct. Your "current participants", are coded in field 22 as a 1, 2, 8, or 9.

**Funded Rate and Eligibility Status Table**

| Number of Participants Funded to Serve & Served | | | 2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income | | 1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income* | | |
|---|---|---|---|---|---|---|---|
| Number Funded to Serve | Number of Current Participants Served | Percent Served | Number of first-generation and low-income, and/or disabled including disabled who are also low-income | 2/3 Eligibility Percent | Number of students w/disabilities (including disabled and low-income) | Number of students w/disabilities who are also low-income | 1/3 Eligibility Percent |
| 270 | 304 | **112%** | 256 | 84% | 8 | 6 | 75% |

*The requirement only applies if at least one disabled student was served. If no disabled students were served, then the requirement does not apply.

#### 2015-16 Current Participants and Eligibility Status Report

The report below provides a list of your new, continuing, and new (summer only) participants (1, 2, 8, or 9) along with the participant's eligibility status and student's cohort year.

- Your current participants are derived from field #22, Participant Status, and are coded as follows:
  1 = New participant (for this reporting period; part of the 2015-16 cohort)
  2 = Continuing participant
  8 = New Summer participant—Earned College Credits (2016 summer session only; part of 2016-17 cohort)
  9 = New Summer participant—**Did not** Earn College Credits (2016 summer session only; part of 2016-17 cohort)

- The eligibility status codes are derived from field #15 and are:
  1 = Low-Income and First-Generation,
  2 = Low Income Only,
  3 = First-Generation Only,
  4 = Disabled, and
  5 = Disabled and Low Income.

- The student's cohort year codes are derived from field #21 and are:
  1 = Other(prior to 2005-06)
  7 = 2005-06
  8 = 2006-07
  9 = 2007-08
  10 = 2008-09
  11 = 2009-10
  12 = 2010-11
  13 = 2011-12
  14 = 2012-13
  15 = 2013-14
  16 = 2014-15
  17 = 2015-16
  18 = 2016-17
  99 = Not applicable, (not part of any cohorts listed above)

Please review the information carefully and

- verify the participant and eligibility status codes are correct.
- verify that all students reported as current participants (1, 2, 8, or 9) were actually served during this reporting period.
- verify that you correctly updated the participant status field for all participants served in a previous reporting period.
- provide an explanation if you did not meet the number of participants funded to serve.

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**Current Participants and Eligibility Status Report for 2015-16 (Participant Status = 1, 2, 8, or 9)**

| | Participant's Name | Participant Status | Eligibility Status | Cohort Year |
|---|---|---|---|---|
| 1 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 16 = 2014-15 |
| 2 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 13 = 2011-12 |
| 3 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 15 = 2013-14 |
| 4 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 15 = 2013-14 |
| 5 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 14 = 2012-13 |
| 6 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 12 = 2010-11 |
| 7 | | 2 = Continuing participant | 2 = Low Income Only | 15 = 2013-14 |
| 8 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 12 = 2010-11 |
| 9 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 16 = 2014-15 |
| 10 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 16 = 2014-15 |
| 11 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 16 = 2014-15 |
| 12 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 14 = 2012-13 |
| 13 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 15 = 2013-14 |
| 14 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 16 = 2014-15 |
| 15 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 14 = 2012-13 |
| 16 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 16 = 2014-15 |
| 17 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 16 = 2014-15 |
| 18 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 15 = 2013-14 |
| 19 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 16 = 2014-15 |
| 20 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 15 = 2013-14 |

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Conta

The Funded Rate and Eligibility Report compares:

- the number of current year participant records on the data file with the number of participants the grantee was approved to serve in 2014-15,
- the number and percent of participants who are first-generation and low-income, and
- The number and percent of participants who disabled and disabled and low-income.

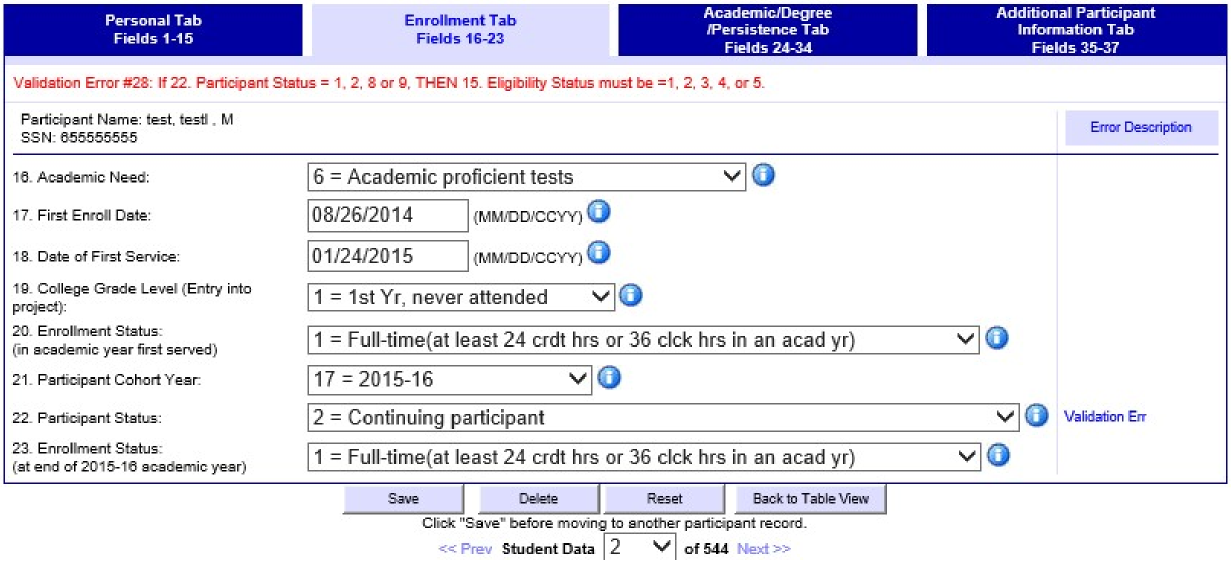
If your funded rate is below 100%, you will be asked to review certain aspects of your data. You will also be given an opportunity to review the data and make the necessary changes to your data file if you did not meet your funded numbers. If you determine that the data file is correct, you will be asked to provide an explanation for the low funded rate.
The information provided in the section **"2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income"** is based on the project meeting the two-thirds eligibility requirement (i.e., 66% or greater). To determine whether your project met this requirement, the column: "Number first-generation and low-income, and/or disabled including disabled who are also low-income" was divided by the column: "Number of Current Participants Served."

The information provided in the section **"1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income"** is based on the project meeting the one-third disabled and low-income requirement (i.e., 33% or greater). This requirement is only applicable for projects that served disabled students; therefore, if any disabled students were served at least one-third must also be low-income. To determine whether your project met this requirement, the column: "Number of students w/disabilities who are also low-income" was divided by the column: "Number of students w/disabilities (including disabled and low-income)".

If your project did not meet the requirements mentioned above, please verify that the participant and eligibility status codes for each current participant for whom you provided information are correct. Your "current participants", are coded in field 22 as a 1, 2, 8, or 9.

The screen below displays information on the project's funded number, two-thirds, and one-third disabled and low-income requirement. Also displayed is the list of current participants included on your file and their eligibility status. Current participants are those participants who have been coded as 1, 2, 8 or 9 in the Participant Status (field 22) and coded as a 1, 2, 3, 4, or 5 in the Eligibility Status field (15).

To change the participant or eligibility status of a participant, click on the *Participant's Name* hyperlink to return to the Section II Web form (shown below) and update the Participant Status Code (field 22) and/or Eligibility Status (field 15).




Once you have made the necessary changes on this screen, click on the "***Back to Funded/Served***" button to return to the Funded Rate Report screen. Click on the "***Continue***" button to proceed.

If the Funded-to-Serve rate is still too low, you must either continue to correct the participant data or provide an explanation in order to proceed with the APR submission. A grantee may have a calculated funded rate below the established range in some circumstances. In these situations, you can provide an explanation for the discrepancy between the funded number and the number served. You can type your explanation in the text box provided at the bottom of the screen. A project is not required to provide an explanation if they do not meet their two-thirds and/or one-third eligibility requirements.

**Review and Submit: Tier 1**

## Step 3-Funded Rate and Eligibility Status Table and Current Participants Report

### 2015-16 Funded Rate and Eligibility Table

The table below provides information on the: (a) number and percent of participants funded to serve and served and (b) number and percent of participants served who were low-income and first-generation, students with disabilities (including disabled students who were also low income), and if applicable, (c) number and percent of all disabled students who were also low-income. As noted below, the one-third eligibility requirement only applies if the project served at least one disabled student.

The information provided in the section **"Number of Participants Funded to Serve & Served"** is based on serving at least as many participants (i.e., 100%) were served as the project was funded to serve.

The information provided in the section **"2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income"** is based on the project meeting the two-thirds eligibility requirement (i.e., 66% or greater). To determine whether your project met this requirement, the column: "Number first-generation and low-income, and/or disabled including disabled who are also low-income" was divided by the column: "Number of Current Participants Served."

The information provided in the section **"1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income"** is based on the project meeting the one-third disabled and low-income requirement (i.e., 33% or greater). This requirement is only applicable for projects that served disabled students; therefore, if any disabled students were served at least one-third must also be low-income. To determine whether your project met this requirement, the column: "Number of students w/disabilities who are also low-income" was divided by the column: "Number of students w/disabilities (including disabled and low-income)".

Please review the information contained in the table below. If your project did not meet the requirements mentioned above, please verify that the participant and eligibility status codes for each current participant for whom you provided information are correct. Your "current participants", are coded in field 22 as a 1, 2, 8, or 9.

**Funded Rate and Eligibility Status Table**

| Number of Participants Funded to Serve & Served | | | 2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income | | 1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income* | | |
|---|---|---|---|---|---|---|---|
| Number Funded to Serve | Number of Current Participants Served | Percent Served | Number of first-generation and low-income, and/or disabled including disabled who are also low-income | 2/3 Eligibility Percent | Number of students w/disabilities (including disabled and low-income) | Number of students w/disabilities who are also low-income | 1/3 Eligibility Percent |
| 140 | 139 | **99%** | 139 | 100% | N/A | N/A | N/A |

*The requirement only applies if at least one disabled student was served. If no disabled students were served, then the requirement does not apply.

### 2015-16 Current Participants and Eligibility Status Report

The report below provides a list of your new, continuing, and new (summer only) participants (1, 2, 8, or 9) along with the participant's eligibility status and student's cohort year.

- Your current participants are derived from field #22, Participant Status, and are coded as follows:
  1 = New participant (for this reporting period; part of the 2015-16 cohort)
  2 = Continuing participant
  8 = New Summer participant—Earned College Credits (2016 summer session only; part of 2016-17 cohort)
  9 = New Summer participant—**Did not** Earn College Credits (2016 summer session only; part of 2016-17 cohort)

- The eligibility status codes are derived from field #15 and are:
  1 = Low-Income and First-Generation,
  2 = Low Income Only,
  3 = First-Generation Only,
  4 = Disabled, and
  5 = Disabled and Low Income.

- The student's cohort year codes are derived from field #21 and are:
  1 = Other(prior to 2005-06)
  7 = 2005-06
  8 = 2006-07
  9 = 2007-08
  10 = 2008-09
  11 = 2009-10
  12 = 2010-11
  13 = 2011-12
  14 = 2012-13
  15 = 2013-14
  16 = 2014-15
  17 = 2015-16
  18 = 2016-17
  99 = Not applicable, (not part of any cohorts listed above)

Please review the information carefully and

- verify the participant and eligibility status codes are correct.
- verify that all students reported as current participants (1, 2, 8, or 9) were actually served during this reporting period.
- verify that you correctly updated the participant status field for all participants served in a previous reporting period.
- provide an explanation if you did not meet the number of participants funded to serve.

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**Current Participants and Eligibility Status Report for 2015-16 (Participant Status = 1, 2, 8, or 9)**

| | Participant's Name | Participant Status | Eligibility Status | Cohort Year |
|---|---|---|---|---|
| 1 | | 1 = New participant (2015-16 cohort) | 1 = Low-Income and First-Generation | 17 = 2015-16 |
| 2 | | 1 = New participant (2015-16 cohort) | 1 = Low-Income and First-Generation | 17 = 2015-16 |
| 3 | | 1 = New participant (2015-16 cohort) | 1 = Low-Income and First-Generation | 17 = 2015-16 |
| 4 | | 1 = New participant (2015-16 cohort) | 1 = Low-Income and First-Generation | 17 = 2015-16 |
| 5 | | 1 = New participant (2015-16 cohort) | 1 = Low-Income and First-Generation | 17 = 2015-16 |
| 6 | | 1 = New participant (2015-16 cohort) | 1 = Low-Income and First-Generation | 17 = 2015-16 |
| 7 | | 1 = New participant (2015-16 cohort) | 1 = Low-Income and First-Generation | 17 = 2015-16 |
| 8 | | 1 = New participant (2015-16 cohort) | 1 = Low-Income and First-Generation | 17 = 2015-16 |
| 9 | | 8 = New Sumr. Earnd Collg Crdts (2016 sumr only; part of 2016-17 chrt) | 1 = Low-Income and First-Generation | 18 = 2016-17 |
| 10 | | 8 = New Sumr. Earnd Collg Crdts (2016 sumr only; part of 2016-17 chrt) | 1 = Low-Income and First-Generation | 18 = 2016-17 |
| 11 | | 8 = New Sumr. Earnd Collg Crdts (2016 sumr only; part of 2016-17 chrt) | 1 = Low-Income and First-Generation | 18 = 2016-17 |
| 12 | | 9 = New Sumr. Not Earn Collg Crdts (2016 sumr only; part of 2016-17 chrt) | 1 = Low-Income and First-Generation | 18 = 2016-17 |
| 13 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 99 = Not applicable |
| 14 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 99 = Not applicable |

| | | | |
|---|---|---|---|
| 15 | 2 = Continuing participant | 1 = Low-Income and First-Generation | 99 = Not applicable |
| 16 | 2 = Continuing participant | 1 = Low-Income and First-Generation | 99 = Not applicable |
| 17 | 2 = Continuing participant | 1 = Low-Income and First-Generation | 99 = Not applicable |
| 18 | 2 = Continuing participant | 1 = Low-Income and First-Generation | 99 = Not applicable |
| 19 | 2 = Continuing participant | 1 = Low-Income and First-Generation | 99 = Not applicable |
| 20 | 2 = Continuing participant | 1 = Low-Income and First-Generation | 99 = Not applicable |

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There are some circumstances in which a grantee may have a calculated funded rate outside the established range. In these situations, you must provide an explanation for the large discrepancy between the funded number and the number served. Type your explanation in the text box below (limit 1,000 characters and spaces).

Submit Explanation and Continue

Click on the "***Submit Explanation and Continue***" button to proceed.

## 7.4 Review and Submit – Step 4 Critical Fields Verification Report

The next step of the Tier 1 process is the **Critical Fields Verification Report**. The Critical Fields report provides a percentage of participant records with "unknown/no response" for seven data fields that have been determined as critical for analyzing project and program outcomes. Since an "unknown/no response" does not provide usable information for data analysis, we ask that you review fields for which 10% or more of the records have "unknown/no response" and either correct (or update) the data or provide an explanation as to why the data is not available.

If no explanation is required for the Critical Fields, the following screen will be displayed.

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Section I | Section II | Standard Objectives Report | Review & Submit

PR/Award Number: P042A150018
Name of Grantee: Dyersburg State Community College

Review and Submit: Tier 1

Your funded/served explanation has been saved and will be reviewed by TRIO.

Step 4 - Critical Fields Verification Report

The Department has identified the following seven (7) fields as critical in calculating project and program outcomes and wants to ensure a minimal number of "No Response/Unknown" entries in each field. In most cases, "No Response/Unknown" is a valid response; however, high percentages of these responses are not in the project's best interests. The table below lists the critical fields and the number and percentage of participants with a "No Response/Unknown" entry in that field. If you have critical fields with a high percentage of "No response/Unknown", we recommend correcting the data offline and uploading the corrected file. You may return to Section II to update any fields with a "No Response/Unknown" entry.

You have 139 participant records.

| Field No. | Field Name | Number with No Response/Unknown | Percent |
|---|---|---|---|
| 7. | DOB | 0 records | 0% |
| 23. | Enrollment Status (at end of the 2015-16 academic year) | 0 records | 0% |
| 24. | Academic Standing | 0 records | 0% |
| 30. | Transfers | 0 records | 0% |
| 31. | Degree/Certificate Completed | 0 records | 0% |
| 32. | Date of Undergraduate Degree/Certificate | 0 records | 0% |
| 34. | Persistence status (at the beginning of 2016-17 academic year) | 0 records | 0% |

Continue

Section I | Section II | Standard Objectives Report | Review & Submit

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Click on the "***Continue***" button to proceed.

If an explanation was entered on the Funded Rate Report, the screen will be displayed noting that TRIO will review the explanation (as shown on the screen below):


If the file contains at least one critical field where 10% of the responses are unknown or have no response, an explanation box on the screen indicating that the data must be corrected or an explanation should be provided.


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Section I | Section II | Standard Objectives Report | Review & Submit

PR/Award Number: P042A121402
Name of Grantee: Colorado State University

Review and Submit: Tier 1

Your funded/served explanation has been saved and will be reviewed by TRIO.

Step 4 - Critical Fields Verification Report

The Department has identified the following seven (7) fields as critical in calculating project and program outcomes and wants to ensure a minimal number of "No Response/Unknown" entries in each field. In most cases, "No Response/Unknown" is a valid response; however, high percentages of these responses are not in the project's best interests. The table below lists the critical fields and the number and percentage of participants with a "No Response/Unknown" entry in that field. If you have critical fields with a high percentage of "No response/Unknown", we recommend correcting the data offline and uploading the corrected file. You may return to Section II to update any fields with a "No Response/Unknown" entry.

You have 544 participant records.

| Field No. | Field Name | Number with No Response/Unknown | Percent |
|---|---|---|---|
| 7. | DOB | 0 records | 0% |
| 23. | Enrollment Status (at end of the 2015-16 academic year) | 0 records | 0% |
| 24. | Academic Standing | 0 records | 0% |
| 30. | Transfers | 0 records | 0% |
| 31. | Degree/Certificate Completed | 1 records | 0% |
| 32. | Date of Undergraduate Degree/Certificate | 0 records | 0% |
| 34. | Persistence status (at the beginning of 2016-17 academic year) | 544 records | 100% |

Type in your explanation in the text box below. Your explanation will be reviewed by TRIO.

test

Submit Explanation and Continue

Section I | Section II | Standard Objectives Report | Review & Submit

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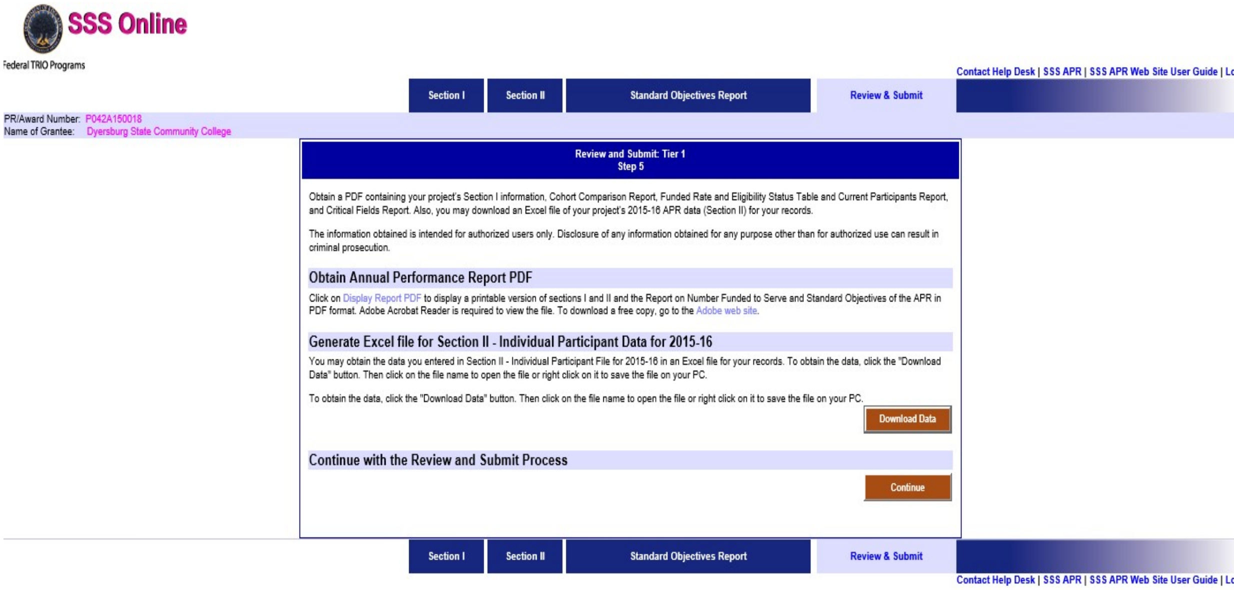
To change a participant's record, click on the *Section II* hyperlink to return to the Section II Web form. Once you have made the necessary changes on this screen, click on the *Review and Submit* tab to resubmit your data.

If any of the nine Critical Fields still has 10% or more unknown/no responses, you must either continue to correct the data or provide an explanation in order to proceed with the APR submission. You can type your explanation in the text box provided at the bottom of the screen.

Click on the "***Submit Explanation and Continue***" button to proceed.

## 7.5 Review and Submit – Step 5

In the next step of the Tier 1 process, you can obtain a copy of your APR and Section II data for your records.




To obtain a hard copy of the APR, click on the *Display Report PDF* hyperlink under the "Obtain Annual Performance Report PDF" heading. The report will display as a PDF image. Adobe Acrobat Reader is required in order to view the file and can be downloaded from the Adobe site via the hyperlink on this page.

Once the PDF report displays, select "File-Print" from the menu to print the report or click on the printer image.

To obtain an Excel file of the 2014-15 data file, click on the "***Download Data***" button. A blue hyperlink file (example: *P042AYYXXS9_2015-16.xlsx*) will appear on the screen.

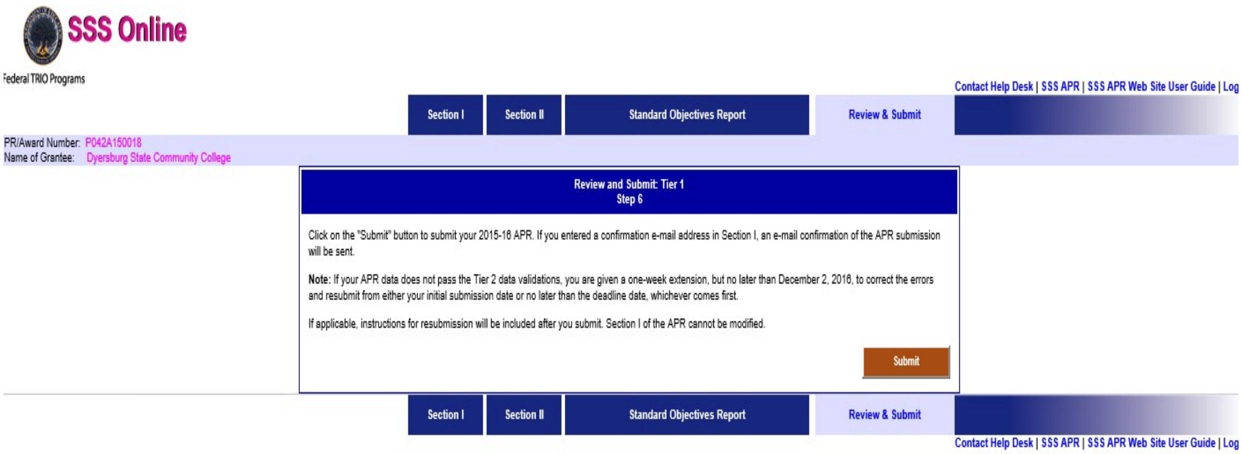
To open the file in your browser window, click on the hyperlink.

To save the file to your desktop, right click using your mouse and select the "Save Target As" option as shown below. Select a location on your desktop (e.g., My Documents) to save the file.

Once you have printed a copy of the APR for your records and downloaded the Excel data version, you can click on the "***Continue***" button to proceed with the Review and Submit process.

## 7.6 Review and Submit – Step 6

In this final step of Tier 1, you can submit your APR.

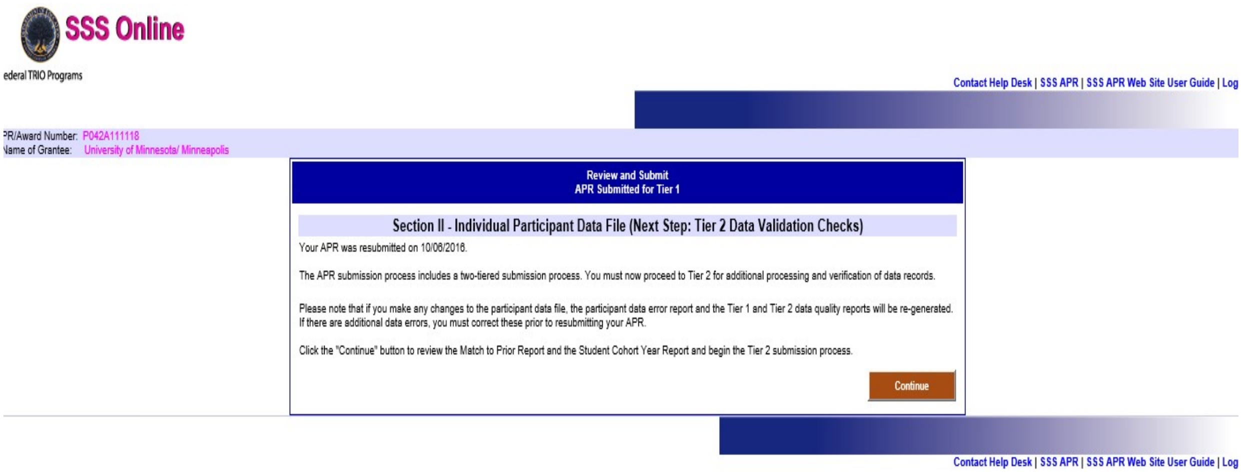



To submit the APR, click on the “***Submit***” button.

## 7.7 Review and Submit - APR Submitted Screen

The APR is not considered complete until the participant data passes the second tier data checks. If the checks show no further revisions are necessary or you are a new grantee, the APR submission process is complete.

If the Section II participant data does not pass the Tier 2 checks, you must revise and resubmit your Section II. A screen similar to the one below will display:




Please note that any changes to the participant data file, the participant data error report and the Tier 1 and Tier 2 data quality reports will be run again. If there are additional data errors, you must correct these prior to resubmitting your APR.
Click on the "***Continue***" button to proceed to Tier 2 and view the **Match to Prior** and **Student Cohort Year Reports** and review further instructions for resubmission.

# 8 Tier 2 - Submission Verification Reports

The second tier data checks include Match to Prior report and Student Cohort Year report.

## 8.1 Match to Prior Report

The Match to Prior report compares the participants on the 2015-16 APR with the participants on the 2014-15 APR to ensure that grantees have included the required participants on the 2015-16 file. For 4-year institutions this includes all participants in the 2015-16 APR data file with cohorts between 2009-10 and 2015-16 (new summer participants in 2013-14 only). For 2-year institutions this includes all participants in the 2015-16 data file with cohorts between 2011-12 and 2015-16 (new summer participants in 2013-14 only).
Those participants for whom you are required to provide information and who are not included in the 2015-16 file are displayed on the screen.
To include a participant for 2015-16, click on the individual checkbox then click on the "Update 2015-16 file" button. To add all of the participants listed on the **current page** click on the

"Check All on Current Page" button. Once you have clicked on the "Check All on Current Page", you must click on the "Update 2015-16 file" button.


If there is a mismatch in names, SSN and/or DOB, the following screen will be displayed.

**Section II - Record Structure for Individual Participants**
**Review Participant List and Data Error Report (Table View)**

The following table lists participant records with duplicate SSN. Please review the participant's data table and make any necessary edits. The Format/Invalid Data Fields column identifies any field that contain invalid data value errors. After you correct or remove the duplicate SSN record, and click the 'Back to table view' button, a list of **ALL** the participants in your institution will be displayed.

- You may click the Last Name hyperlink to edit participant data or correct data errors.
- You may click the "✗" image in Delete column to delete a participant data record.
- You may sort by Last Name by clicking on the column title hyperlinks.

If in the fifth column the words Duplicate SSN appear, you have at least two records with the same SSN. The record that contains a series of numbers (e.g., 8, 15, 16, etc.) in the Invalid Format/Value Error is the record as it appears in the 2014-15 APR data file. The duplicate record that **does not** contain any invalid format/value errors oftentimes contains an error in the name and/or DOB. First examine the first and last name and determine if these records are indeed duplicates.

**If the records ARE duplicates do the following:**

(1) Delete the record that does not contain the data error,
(2) Click on the last name of the record that contains the data error,
(3) Correct the data error(s).
(4) Click on the button "Save",
(5) Click on the button "Back to Table View", and
(6) At the bottom of the page click on the button "Go Back to Tier II Verification Report".

If you have additional duplicate records, repeat these steps.

**If the records are NOT duplicates do the following:**

(1) Using your 2014-15 APR data file, look up both records and determine which record contains an incorrect SSN,
(2) On the web application, click on the last name of the record that contains the incorrect SSN,
(3) Correct the SSN (field #3), however, if you are not certain about the SSN you can leave it blank,
(4) Correct any data error(s), if applicable,
(5) Click on the button "Save",
(6) Click on the button "Back to Table View"
(7) At the bottom of the page, click on the button "Go Back to Tier II Verification Report"

If you have additional duplicate records, repeat these steps.

Printable version - Participant List Report

**Table View - Total Number of Participants (with duplicate SSN): 2**

| Last Name | First Name | SSN | Cohort | Invalid Format / Value Error | | | | Delete |
|---|---|---|---|---|---|---|---|---|
| | | 123123123 | 12 = 2010-11 | | Duplicate SSN | | 3 | ✗ |
| | | 123123123 | 12 = 2010-11 | | Duplicate SSN | | 2 | ✗ |

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PR/Award Number: P042A111118
Name of Grantee: University of Minnesota/ Minneapolis

**Tier 2 - Submission Verification Reports**

**Match to Prior Report**

The web application runs this report which compares the participants on the 2015-16 APR data file with those on the 2014-15 data file to ensure that you have included all participants on the 2015-16 file. Your 2015-16 data file has passed this data verification. Please click "Continue."

Continue

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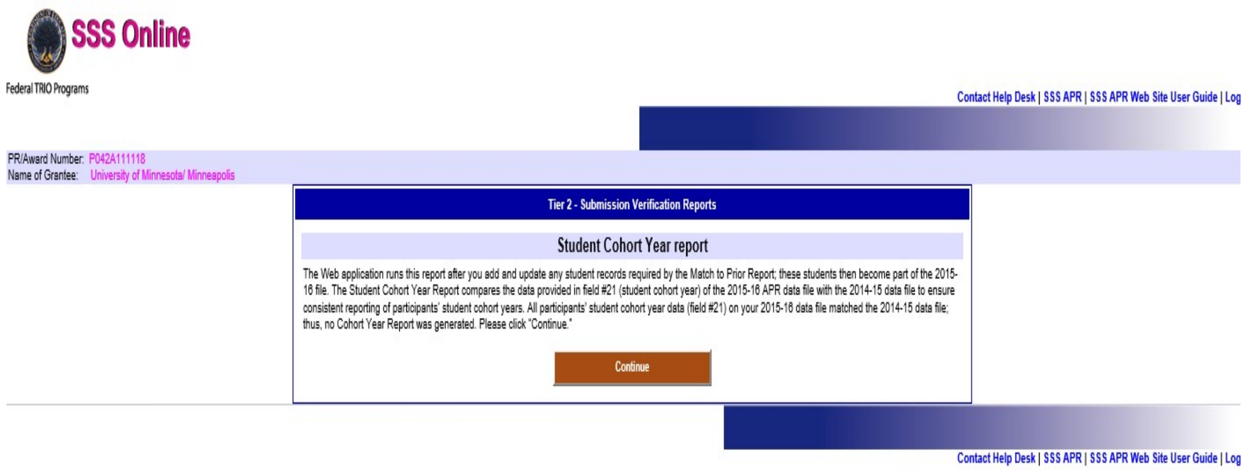
## 8.2 Student Cohort Year Report

This report compares the data provided in field #21 (Student Cohort Year) of both your 2015-16 and 2014-15 APR data your project submitted. Those participants on the 2015-16 data file whose student cohort year (field #21) is different from the 2014-15 data are displayed on the screen. Please note that once the cohort year has been established you are not allowed to change it.


If all participants' student cohort year data (field #21) on your 2015-16 data file matches the 2014-15 data file, no Cohort Year Report is produced. A screen such as the one below will display:



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Name of Grantee: University of Minnesota/ Minneapolis

Tier 2 - Submission Verification Reports

Student Cohort Year report

The Web application runs this report after you add and update any student records required by the Match to Prior Report; these students then become part of the 2015-16 file. The Student Cohort Year Report compares the data provided in field #21 (student cohort year) of the 2015-16 APR data file with the 2014-15 data file to ensure consistent reporting of participants' student cohort years. All participants' student cohort year data (field #21) on your 2015-16 data file matched the 2014-15 data file; thus, no Cohort Year Report was generated. Please click "Continue."

Continue

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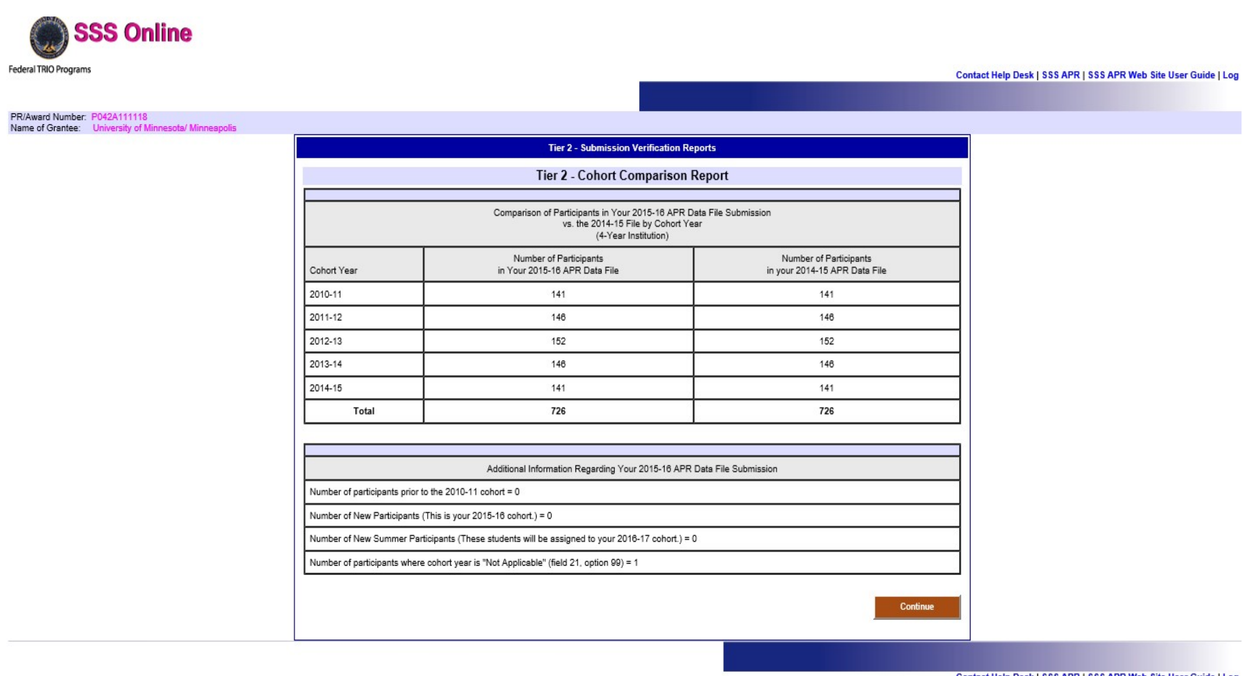
Click on the "***Continue***" button to proceed to the next step.

## 8.3 Cohort Comparison Report (Tier 2)

Once all the participants have been included in the MTP file or the cohort year has been updated, you will continue to the Tier 2 Cohort Comparison report.  At this point, the system will run all reports again and will include any updates or revisions made resulting from the Tier 2 changes.



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Name of Grantee: University of Minnesota/ Minneapolis

Tier 2 - Submission Verification Reports

Tier 2 - Cohort Comparison Report

Comparison of Participants in Your 2015-16 APR Data File Submission vs. the 2014-15 File by Cohort Year (4-Year Institution)

| Cohort Year | Number of Participants in Your 2015-16 APR Data File | Number of Participants in your 2014-15 APR Data File |
|---|---|---|
| 2010-11 | 141 | 141 |
| 2011-12 | 146 | 146 |
| 2012-13 | 152 | 152 |
| 2013-14 | 146 | 146 |
| 2014-15 | 141 | 141 |
| **Total** | **726** | **726** |

| Additional Information Regarding Your 2015-16 APR Data File Submission |
|---|
| Number of participants prior to the 2010-11 cohort = 0 |
| Number of New Participants (This is your 2015-16 cohort.) = 0 |
| Number of New Summer Participants (These students will be assigned to your 2016-17 cohort.) = 0 |
| Number of participants where cohort year is "Not Applicable" (field 21, option 99) = 1 |

Continue

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## 8.4 Funded Rate and Eligibility Status Report (Tier 2)

Funded Rate report displays the number of participants your institution was funded to serve, the number of current students included on your file, and your funded-to-serve rate. Also displayed is the list of current participants included on your file. Current participants are those participants who have been coded as 1, 2, 8 or 9 in the Participant Status Code field (field 22). The total number of current participants should be equal to or close to the number your institution has been funded to serve.

The report compares the number of current year participant records on the data file with the number of participants the grantee was approved to serve in 2014-15, the number and percent of participants who are first-generation and low-income, and the number and percent of participants who are disabled and disabled and low-income.

If your funded rate falls below 100%, you will be asked to review the data file to determine if you correctly updated the participant status field and/or included records for all participants served in 2015-16. If you determine that the data file is correct, you will be asked to provide an explanation for the high or low funded rate.

The information provided in the section **"2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income"** is based on the project meeting the two-thirds eligibility requirement (i.e., 66% or greater). To determine whether your project met this requirement, the column: "Number first-generation and low-income, and/or disabled including disabled who are also low-income" was divided by the column: "Number of Current Participants Served."

The information provided in the section **"1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income"** is based on the project meeting the one-third disabled and low-income requirement (i.e., 33% or greater). This requirement is only applicable for projects that served disabled students; therefore, if any disabled students were served at least one-third must also be low-income. To determine whether your project met this requirement, the column: "Number of students w/disabilities who are also low-income" was divided by the column: "Number of students w/disabilities (including disabled and low-income)".

If your project did not meet the requirements mentioned above, please verify that the participant and eligibility status codes for each current participant for whom you provided information are correct. Your "current participants", are coded in field 22 as a 1, 2, 8, or 9.

To change the status of a participant, click on the *Participant's Name* hyperlink to return to the Section II Web form (shown below) and update the Participant Status Code (field 22).

Tier 2 - Submission Verification Reports

## Tier 2-Funded Rate and Eligibility Status Table and Current Participants Report

### 2015-16 Funded Rate and Eligibility Table

The table below provides information on the: (a) number and percent of participants funded to serve and served and (b) number and percent of participants served who were low-income and first-generation, students with disabilities (including disabled students who were also low income), and if applicable, (c) number and percent of all disabled students who were also low-income. As noted below, the one-third eligibility requirement only applies if the project served at least one disabled student.

The information provided in the section **"Number of Participants Funded to Serve & Served"** is based on serving at least as many participants (i.e., 100%) were served as the project was funded to serve.

The information provided in the section **"2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income"** is based on the project meeting the two-thirds eligibility requirement (i.e., 66% or greater). To determine whether your project met this requirement, the column: "Number first-generation and low-income, and/or disabled including disabled who are also low-income" was divided by the column: "Number of Current Participants Served."

The information provided in the section **"1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income"** is based on the project meeting the one-third disabled and low-income requirement (i.e., 33% or greater). This requirement is only applicable for projects that served disabled students; therefore, if any disabled students were served at least one-third must also be low-income. To determine whether your project met this requirement, the column: "Number of students w/disabilities who are also low-income" was divided by the column: "Number of students w/disabilities (including disabled and low-income)".

Please review the information contained in the table below. If your project did not meet the requirements mentioned above, please verify that the participant and eligibility status codes for each current participant for whom you provided information are correct. Your "current participants", are coded in field 22 as a 1, 2, 8, or 9.

| Funded Rate and Eligibility Status Table | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Number of Participants Funded to Serve & Served** | | | **2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income** | | **1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income*** | | |
| Number Funded to Serve | Number of Current Participants Served | Percent Served | Number of first-generation and low-income, and/or disabled including disabled who are also low-income | 2/3 Eligibility Percent | Number of students w/disabilities (including disabled and low-income) | Number of students w/disabilities who are also low-income | 1/3 Eligibility Percent |
| 270 | 304 | **112%** | 256 | 84% | 8 | 6 | 75% |

*The requirement only applies if at least one disabled student was served. If no disabled students were served, then the requirement does not apply.

### 2015-16 Current Participants and Eligibility Status Report

The report below provides a list of your new, continuing, and new (summer only) participants (1, 2, 8, or 9) along with the participant's eligibility status and student's cohort year.

- Your current participants are derived from field #22, Participant Status, and are coded as follows:
  1 = New participant (for this reporting period; part of the 2015-16 cohort)
  2 = Continuing participant
  8 = New Summer participant—Earned College Credits (2016 summer session only; part of 2016-17 cohort)
  9 = New Summer participant—**Did not** Earn College Credits (2016 summer session only; part of 2016-17 cohort)
- The eligibility status codes are derived from field #15 and are:
  1 = Low-Income and First-Generation,
  2 = Low Income Only,
  3 = First-Generation Only,
  4 = Disabled, and
  5 = Disabled and Low Income.
- The student's cohort year codes are derived from field #21 and are:
  1 = Other(prior to 2005-06)
  7 = 2005-06
  8 = 2006-07
  9 = 2007-08
  10 = 2008-09
  11 = 2009-10
  12 = 2010-11
  13 = 2011-12
  14 = 2012-13
  15 = 2013-14
  16 = 2014-15
  17 = 2015-16
  18 = 2016-17
  99 = Not applicable, (not part of any cohorts listed above)

Please review the information carefully and

- verify the participant and eligibility status codes are correct.
- verify that all students reported as current participants (1, 2, 8, or 9) were actually served during this reporting period.
- verify that you correctly updated the participant status field for all participants served in a previous reporting period.
- provide an explanation if you did not meet the number of participants funded to serve.

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**Current Participants and Eligibility Status Report for 2015-16 (Participant Status = 1, 2, 8, or 9)**

| | Participant's Name | Participant Status | Eligibility Status | Cohort Year |
|---|---|---|---|---|
| 1 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 16 = 2014-15 |
| 2 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 13 = 2011-12 |
| 3 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 15 = 2013-14 |
| 4 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 15 = 2013-14 |
| 5 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 14 = 2012-13 |
| 6 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 12 = 2010-11 |
| 7 | | 2 = Continuing participant | 2 = Low Income Only | 15 = 2013-14 |
| 8 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 12 = 2010-11 |
| 9 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 16 = 2014-15 |
| 10 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 16 = 2014-15 |
| 11 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 16 = 2014-15 |
| 12 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 14 = 2012-13 |
| 13 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 15 = 2013-14 |
| 14 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 16 = 2014-15 |
| 15 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 14 = 2012-13 |
| 16 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 16 = 2014-15 |
| 17 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 16 = 2014-15 |
| 18 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 15 = 2013-14 |
| 19 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 16 = 2014-15 |
| 20 | | 2 = Continuing participant | 1 = Low-Income and First-Generation | 15 = 2013-14 |

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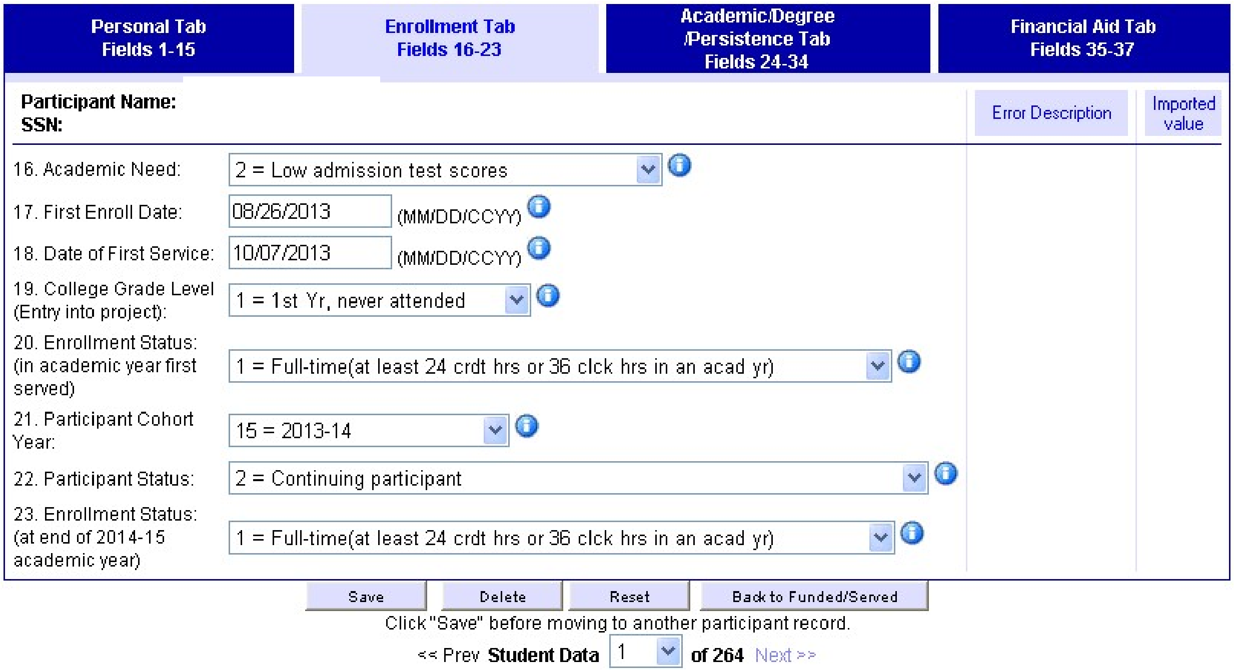
Continue

If the rate does not fall within the established threshold, you will need to verify the participant status code for each of your participants.

If the rate is low, this may indicate that not all participants have been included on the file or that some participants have been misreported as prior participants.

If the rate is high, this may indicate that some participants have been misreported as current participants.

To change the status of a participant, click on the *Last Name* hyperlink to return to the Section II Web form and update the Participant Status Code (field 22) and any other fields as necessary.




Once you have made the necessary changes on this screen, click on the "***Back to Funded/Served***" button to return to the Tier 2 Funded Served Report.

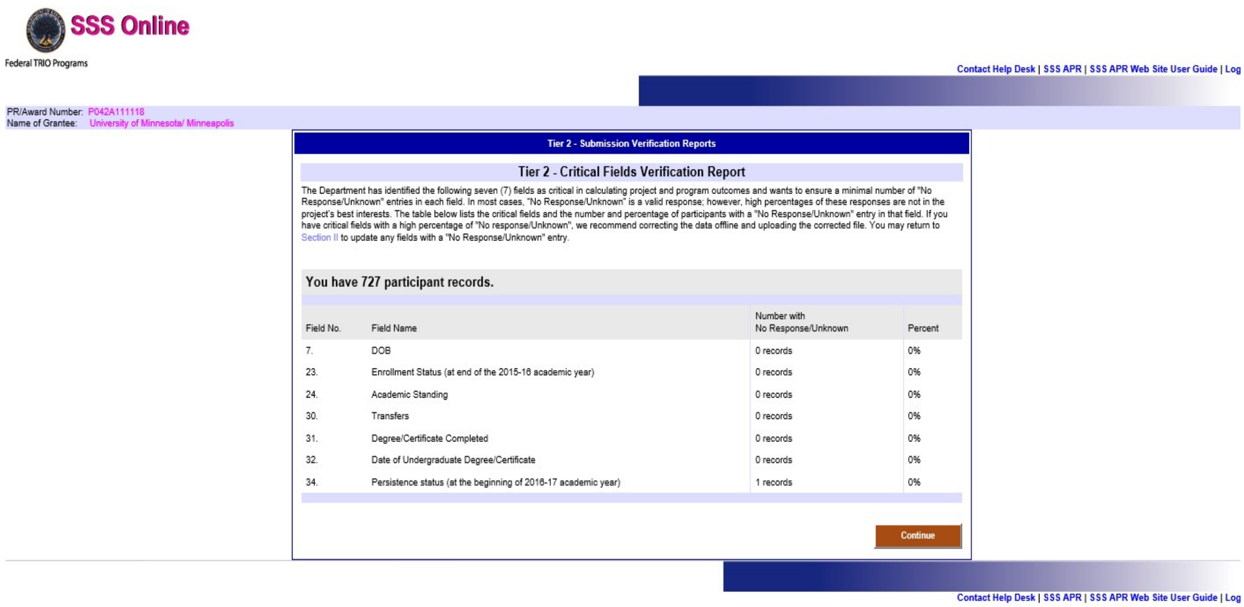
Click on the "***Continue***" button to proceed to the Tier 2 Critical Fields Verification Report.

Click on the "***Submit Explanation and Continue***" button to proceed to the Tier 2 Critical Fields Verification Report for Tier 2.

## 8.5 Critical Fields Report (Tier 2)

The Critical Fields report provides a percentage of participant records with "unknown/no response" for seven data fields that have been determined as critical for analyzing project and program outcomes. Since an "unknown/no response" does not provide usable information for data analysis, we ask that you review fields for which 10% or more of the records have "unknown/no response" and either correct (or update) the data or provide an explanation as to why the data are not available.

If an explanation was entered on the Funded Rate Report, it will be noted on the screen under the "Tier 2- Funded Rate Report" heading. Otherwise, the number of students funded to serve, the number of current students reported, and the funded-to-serve rate will be displayed.



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PR/Award Number: P042A111118
Name of Grantee: University of Minnesota/ Minneapolis

Tier 2 - Submission Verification Reports

Tier 2 - Critical Fields Verification Report

The Department has identified the following seven (7) fields as critical in calculating project and program outcomes and wants to ensure a minimal number of "No Response/Unknown" entries in each field. In most cases, "No Response/Unknown" is a valid response; however, high percentages of these responses are not in the project's best interests. The table below lists the critical fields and the number and percentage of participants with a "No Response/Unknown" entry in that field. If you have critical fields with a high percentage of "No response/Unknown", we recommend correcting the data offline and uploading the corrected file. You may return to Section II to update any fields with a "No Response/Unknown" entry.

You have 727 participant records.

| Field No. | Field Name | Number with No Response/Unknown | Percent |
|---|---|---|---|
| 7. | DOB | 0 records | 0% |
| 23. | Enrollment Status (at end of the 2015-16 academic year) | 0 records | 0% |
| 24. | Academic Standing | 0 records | 0% |
| 30. | Transfers | 0 records | 0% |
| 31. | Degree/Certificate Completed | 0 records | 0% |
| 32. | Date of Undergraduate Degree/Certificate | 0 records | 0% |
| 34. | Persistence status (at the beginning of 2016-17 academic year) | 1 records | 0% |

Continue

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If the file contains at least one critical field with 10% or greater of “unknown/no response”, an explanation box will be displayed on the screen indicating that you must either correct the response or provide an explanation as shown below.

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PR/Award Number: P042A121402
Name of Grantee: Colorado State University

Tier 2 - Submission Verification Reports

Your funded/served explanation has been saved and will be reviewed by TRIO.

Tier 2 - Critical Fields Verification Report

The Department has identified the following seven (7) fields as critical in calculating project and program outcomes and wants to ensure a minimal number of "No Response/Unknown" entries in each field. In most cases, "No Response/Unknown" is a valid response; however, high percentages of these responses are not in the project's best interests. The table below lists the critical fields and the number and percentage of participants with a "No Response/Unknown" entry in that field. If you have critical fields with a high percentage of "No response/Unknown", we recommend correcting the data offline and uploading the corrected file. You may return to Section II to update any fields with a "No Response/Unknown" entry.

You have 544 participant records.

| Field No. | Field Name | Number with No Response/Unknown | Percent |
|---|---|---|---|
| 7. | DOB | 0 records | 0% |
| 23. | Enrollment Status (at end of the 2015-16 academic year) | 0 records | 0% |
| 24. | Academic Standing | 0 records | 0% |
| 30. | Transfers | 0 records | 0% |
| 31. | Degree/Certificate Completed | 1 records | 0% |
| 32. | Date of Undergraduate Degree/Certificate | 0 records | 0% |
| 34. | Persistence status (at the beginning of 2016-17 academic year) | 544 records | 100% |

Type in your explanation in the text box below. Your explanation will be reviewed by TRIO.

test

Submit Explanation and Continue

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To change a participant’s data, click on the *Section II* hyperlink to return to the Section II Web form.

You have the option of changing the data by using the Last Name hyperlink for each participant listed. You can also click on the "***Download Participant Data***" button to download the file and edit offline. Once the changes have been made, you can upload the file using the "***Upload File***" button. See *Section 6.1.2* for further instructions on how to download a file and *Section 6.1.3* for instructions on how to upload a file.

Once you have made the necessary changes, either online or by editing offline, return to the Tier 2 reports by clicking on the "***Go back to Tier 2***" button. The following screen displays:


Click on the "***Continue***" button to proceed through the data quality checks. For each screen, you must do one of the following before proceeding to the next screen: (a) meet the established threshold; (b) update or revise participant data to meet the requirements; or (c) provide an explanation as to why your file does not meet the established threshold.

The following screen displays when the APR is successfully submitted:


The APR has been successfully submitted. No additional revisions are required. An e-mail is sent to the project director and, if provided, to the data entry person entered on Section I.

To view the hard copy of the APR, including the Section I signature page, click on the hyperlink "*P042AYYXXS9_2015-16_final.pdf*". The APR will display as a PDF.

Adobe Acrobat Reader is required to view PDF files and can be downloaded from the Adobe site via the hyperlink on this page. Once the PDF is displayed, select "File-Print" from the menu to print the report or click on the printer image.

To download an Excel version of the 2015-16 data file, click on the "***Download Data***" button. A blue hyperlink file (example: *P042AYYXXS9_2015-16_final.xlsx*) will appear on the screen. To open the file in your browser window, click on the hyperlink.

To save the file to your desktop, right click using your mouse and select the "Save Target As" option. Select a location on your desktop (e.g., My Documents) to save the file.

**Upload Section I signature page:**
Click on the '*here*' hyperlink for a printable version of the signature page of Section I. After you have obtained the signatures, please upload this page in the APR site. TRIO help desk will verify that the document you uploaded is a signed copy of Section I of your APR and will contact you via email if there are any problems with the document you uploaded.

Click on the "***Log Out***" button to end the session and return to the SSS home page. No further revisions to your file can be made.

## 8.6 2015-16 Report on Standard Objectives Results

After you successfully submit your APR, the system will generate a report that shows the Standard Objectives score earned for the 2015-16 reporting year. Your scores are calculated using the student-level data you submit via the online system for reporting period 2015-16 and are based on your project's approved objectives. The Department will not accept any changes to the project's 2015-16 data once you have completed the submissions of your 2015-16 APR.